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STARK

SavenergyOnline

Powered by STARK

User Guide v2.4



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Getting Started

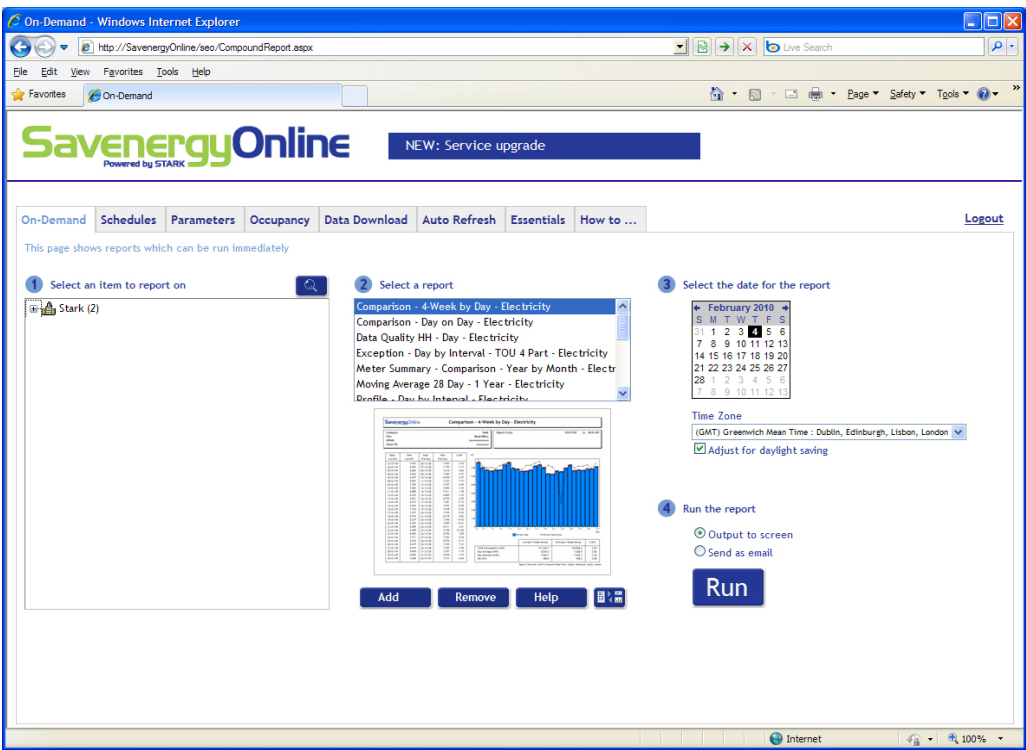


Figure 1 - SavenergyOnline On Demand

SavenergyOnline has a number of tabbed pages which allow you to run reports and configure your sites and meters. Each page has a number of numeric 1 icons which link to help about individual page items.

On Demand is the most frequently used facility in SavenergyOnline.

Running a report 'On Demand'

Step 1

Select the site or meter against which you would like to run the report.

Step 2

Select the report to run.

Step 3

Select the date to run the report for. All of our reports are written to use the report ending date. [See selecting the report date.](#)

Step 4

Select whether you would like the report output to screen or to email. Click **Run** to generate the report output.

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Reporting

On Demand

On Demand is the most frequently used facility in SavenergyOnline. It is where you can access most of our user reports.

Site Tree

The site tree is how sites and meters belonging to a customer are organised. The site tree is divided into 4 levels, Company, Site, Meter/Sub Area and Sub Meter. Users without sub meters have 3 levels, Company, Site and Meter.

The basic structure of the site tree is as follows:

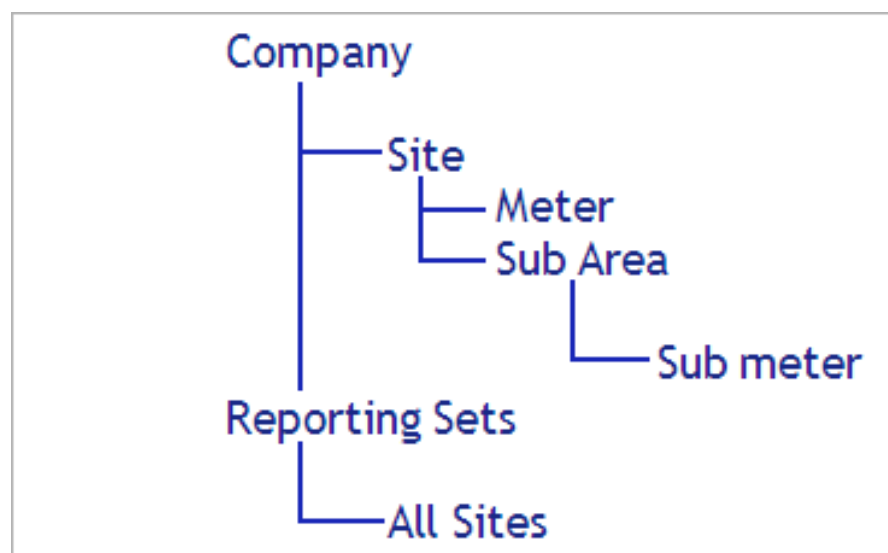


Figure 2 - The Site Tree Structure

Different icons are used to indicate each item's level in the tree. For meters different icons indicate the different utilities.

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To expand a branch in the tree, click the  icon on the left hand side of an item. To collapse the branch again, click the  icon.

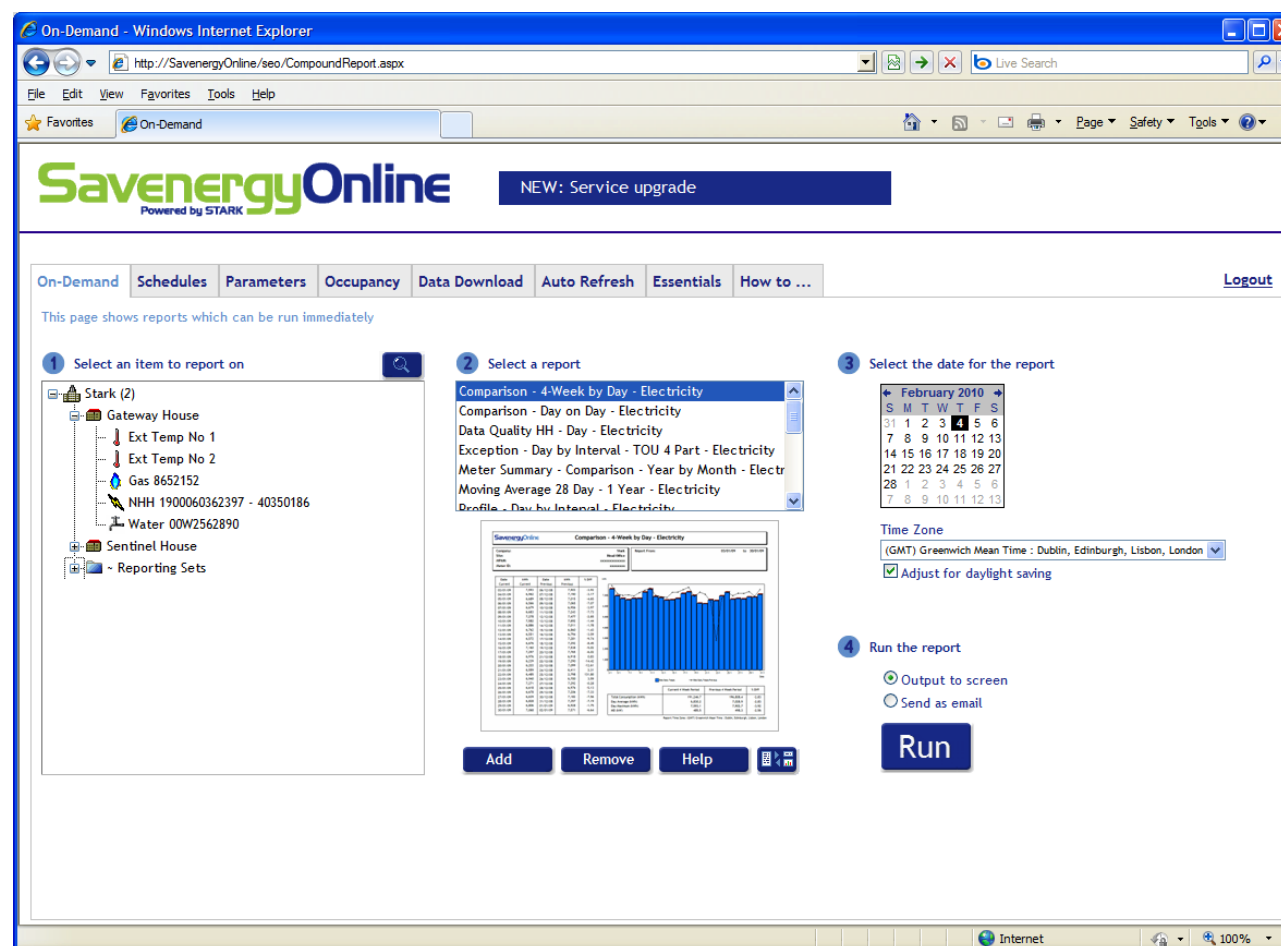


Figure 3 - Expanded Site Tree

In the above case, Stark is at company level, Gateway House is at site level and the five meters are at meter level.

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Searching the Tree

You can use the Search option to find a particular item without having to look through the branches of the site tree. Click the magnifying glass icon above the tree to display a search dialog box.

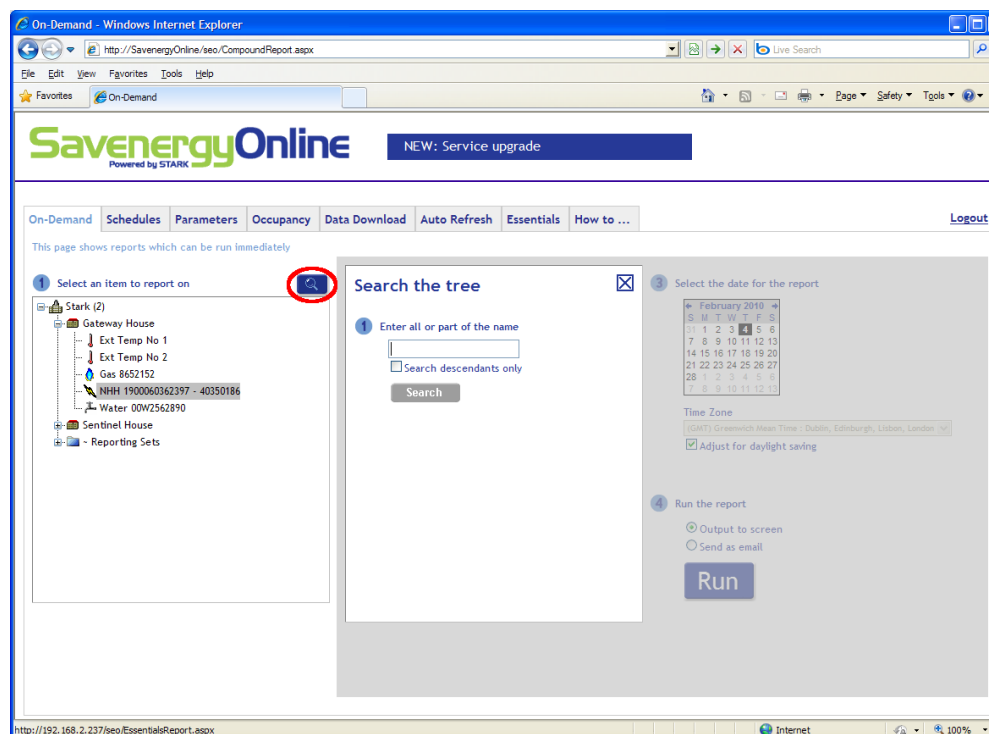


Figure 4 - The Search Form

Step 1

Type part of the name you wish to search for. If you enter part of the name the search results will list every name including that text so entering more of the name can help to narrow down the search results. Leading and trailing spaces are ignored. The search is not case sensitive so, for example, entering *f* returns all items containing *f* or *F* in the name.

Tick the *Search descendants only* box to only search the currently selected branch. Leave it unchecked to search the whole tree.

Click the **Search** button, or press the ENTER key with the focus in the edit field, to search.

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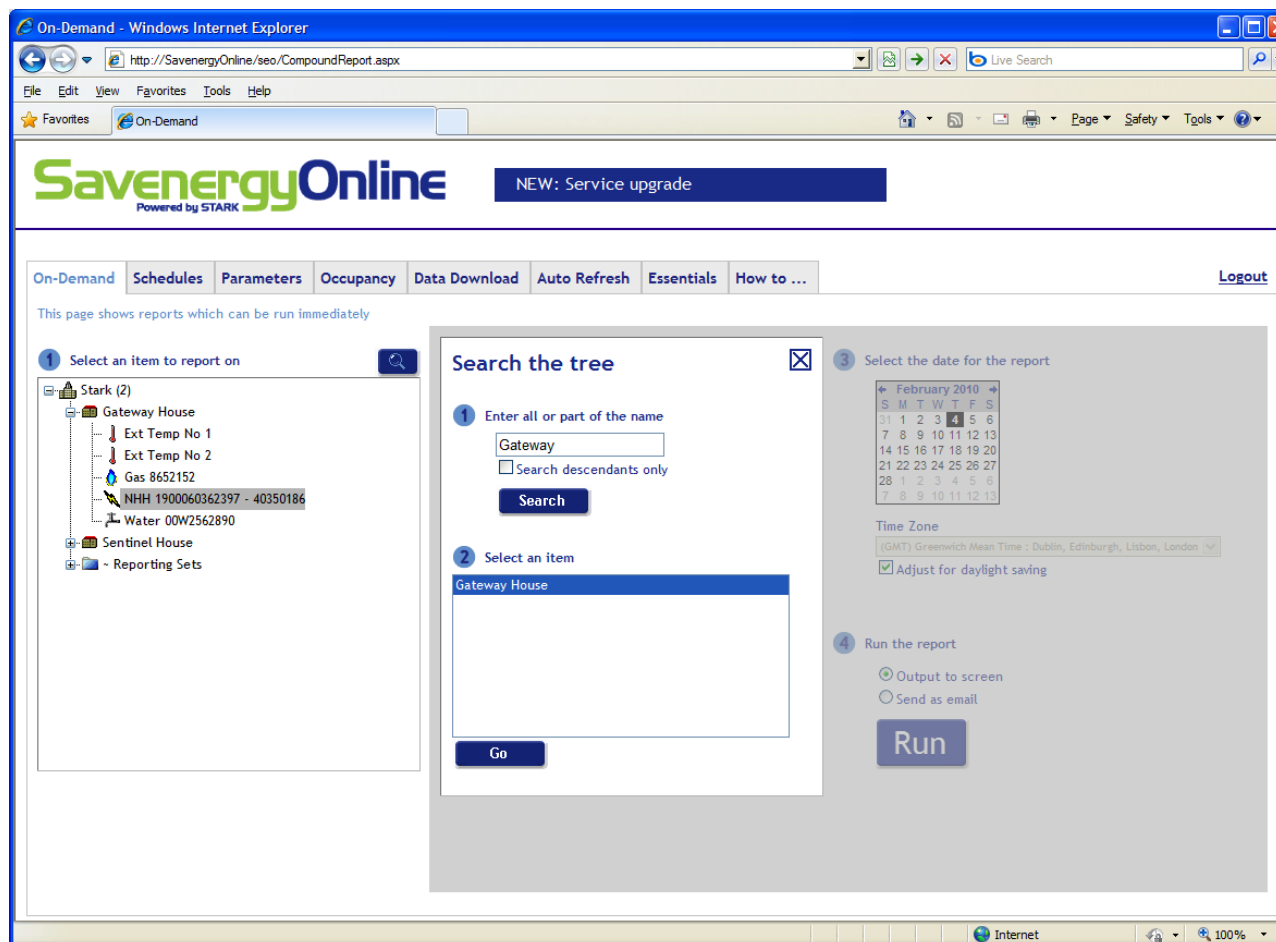


Figure 5 - Search Results

Step 2

If your search is successful then a list of results is displayed. Choose your item and either double-click it in the list, press the ENTER key with the focus on the list or press the Go button. The search dialog box will be closed and your chosen item will be selected in the tree.

Click ☐ in the top right of the 'Search the tree' dialog box to close it if your search is not successful.

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The Favourite Reports List

The favourite reports list displays the reports available for you to run.

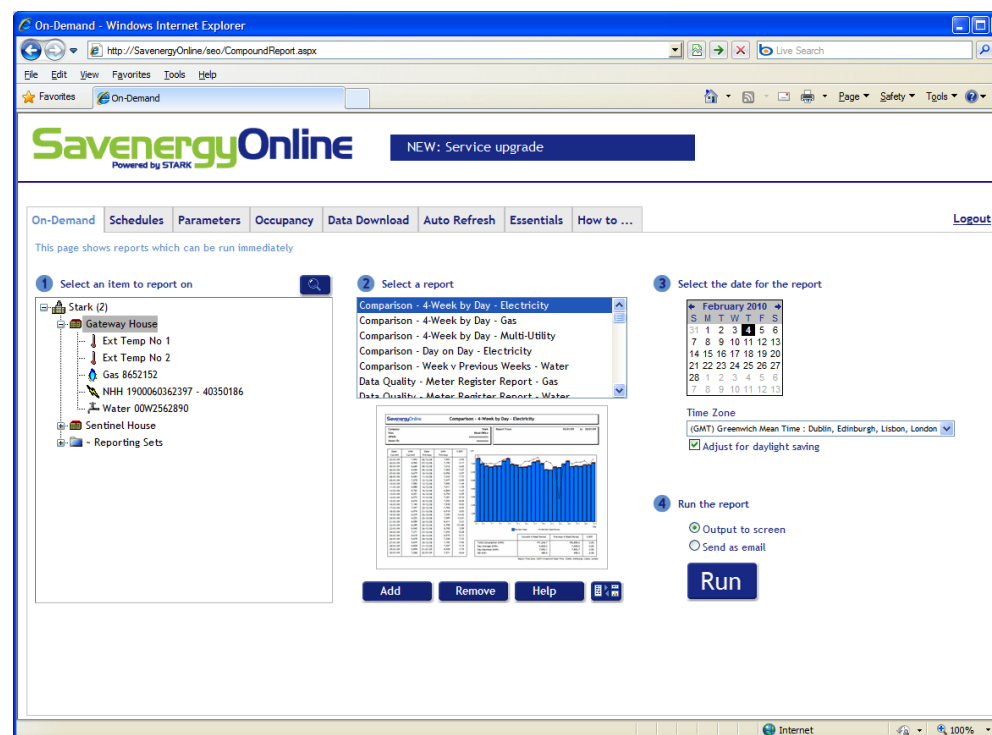



Figure 6 - Favourite Reports List

A preview image of each report is displayed as you select it in the list. Showing the preview leaves less room for the reports list so you can click the  button if you prefer to see a longer report list. You can always click the same button to show the previews again.

For more details on a report, click **Help**. This will give you a brief description of what the report contains, what the report can be used for and a larger sample output image.

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When an individual meter is selected in the tree, your favourites list will only display appropriate reports for the meter's utility.

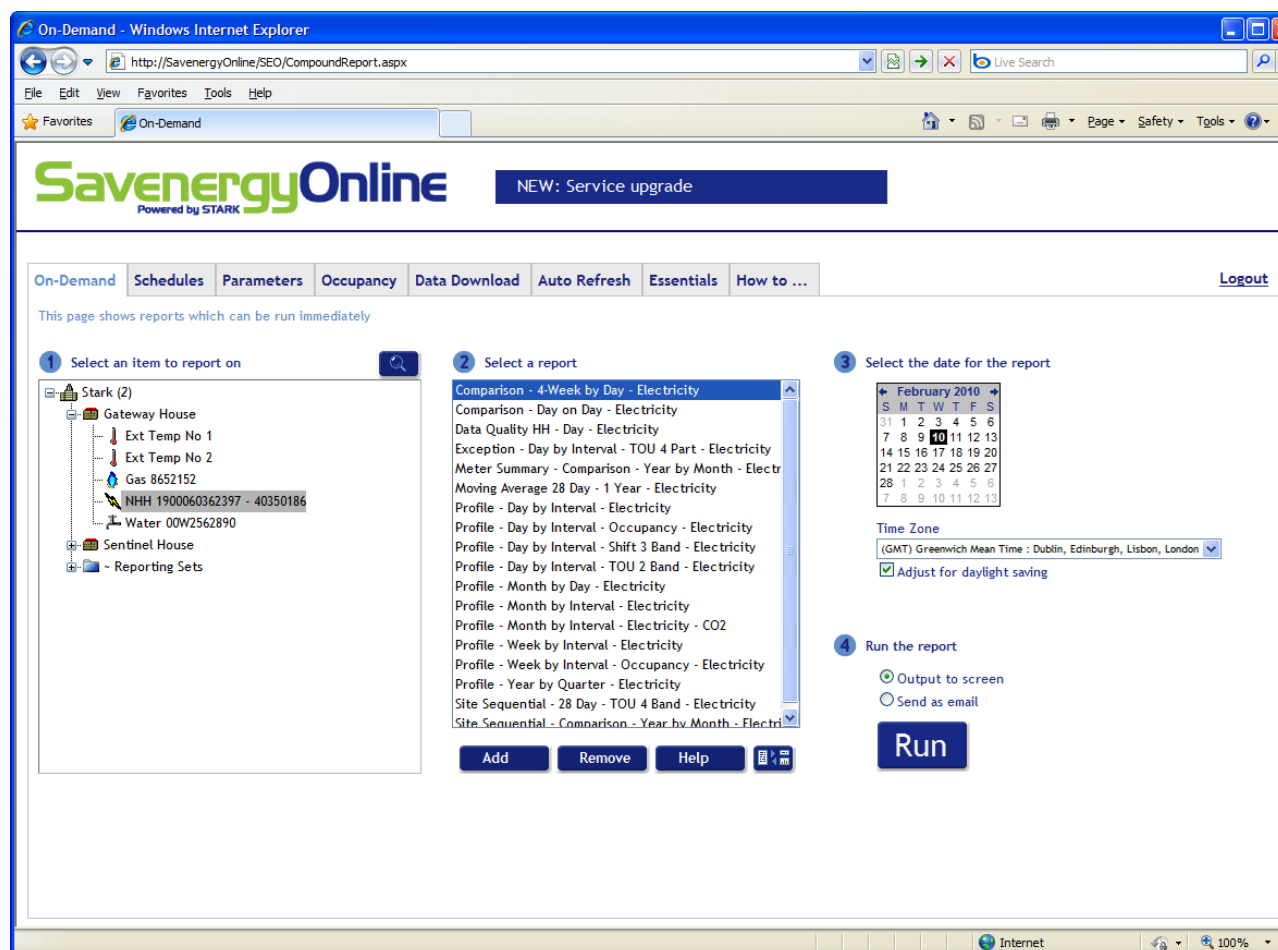


Figure 7 - Favourite Reports List when selecting electricity meter

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Selecting the report date

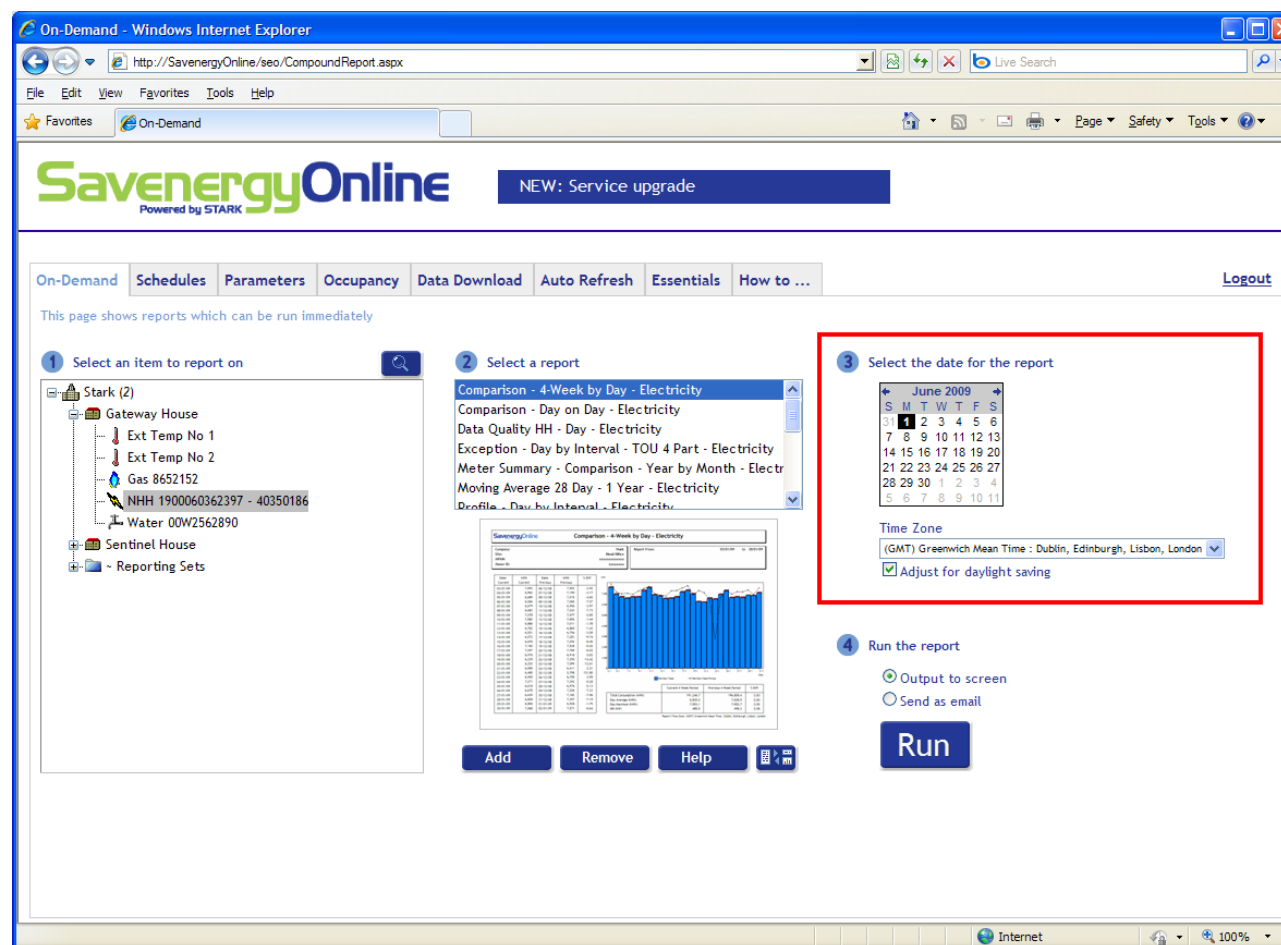


Figure 8 - Report Date

Our software treats midnight as the start of the day. All of our reports are written to use the report ending date so will use 00:00:00 on the selected date as the last data value.

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To run a report ending with data for the 31st May, use the 1st June as the report date. This will then use data up to and including the 1st June at 00:00:00.

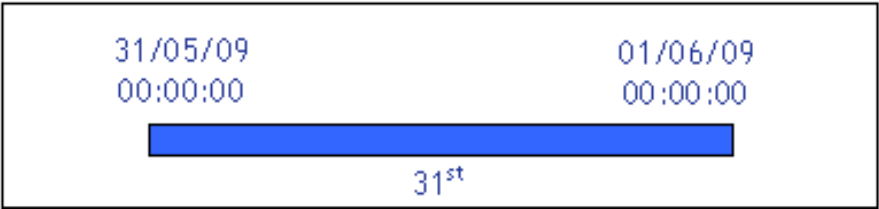
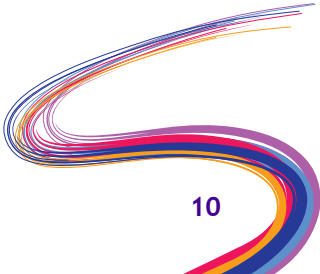


Figure 9 - To run a report for the month ending 31st May, select the report date to be the 1st June.

- For monthly and yearly reports, the report date will automatically adjust to the end of the month.
- By default the reports label the data in GMT without correction for daylight saving. To display the data adjusted for your local time zone, choose the appropriate time zone from the drop-down list.
- Tick the Adjust for daylight saving box if you want the data shifted forward by an hour during the parts of the year where daylight saving applies.



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Running the Report

A report can be run to screen or to email.

Output to Screen

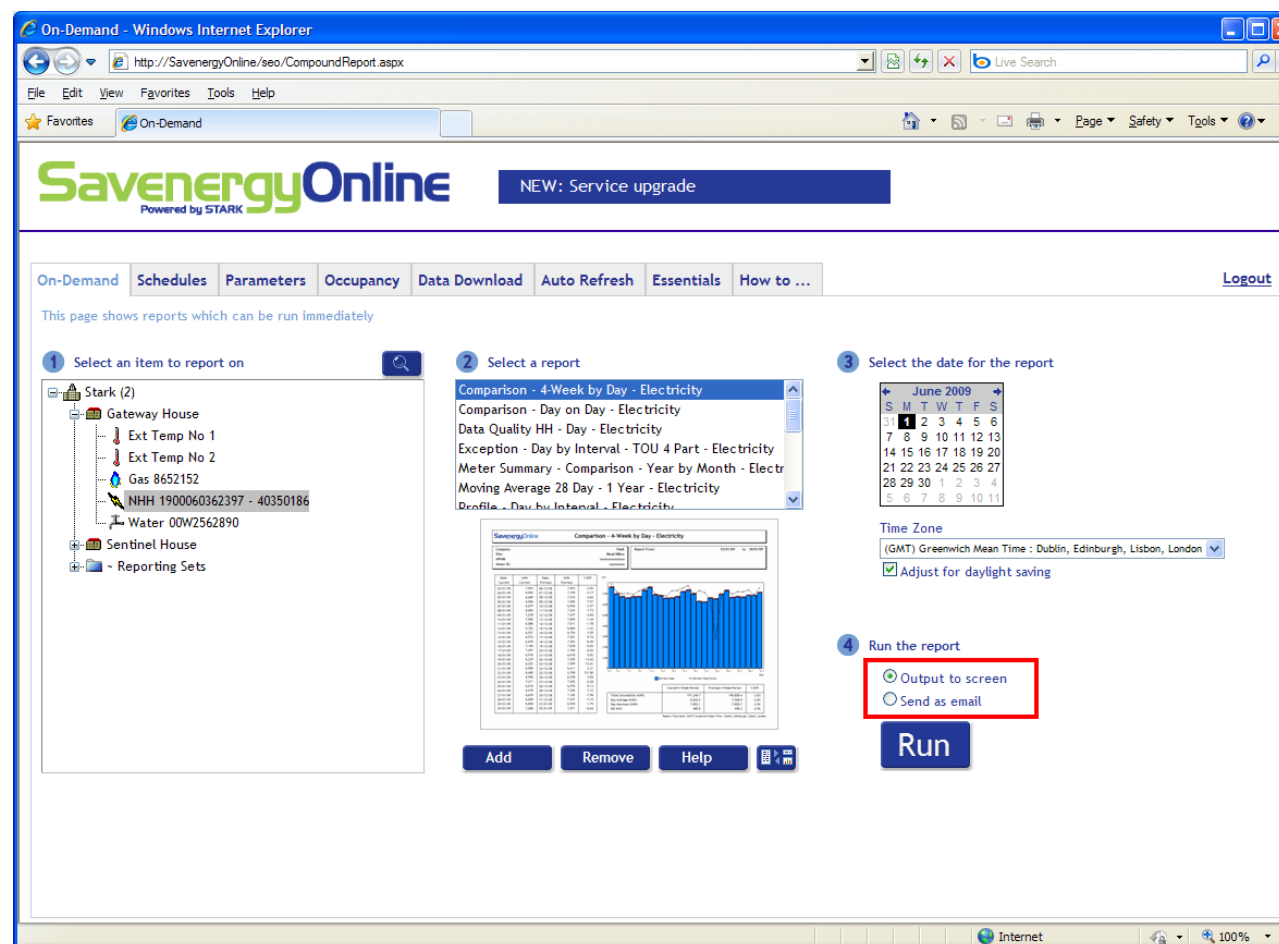


Figure 10 - Output to Screen

When running a report to screen, the output will appear in a separate window or tab in your web browser.



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Save a Graphical Report

To save a graphical report, right click on the image and choose 'Save Picture As...'. The file type for SavenergyOnline image reports is a '.png' file.

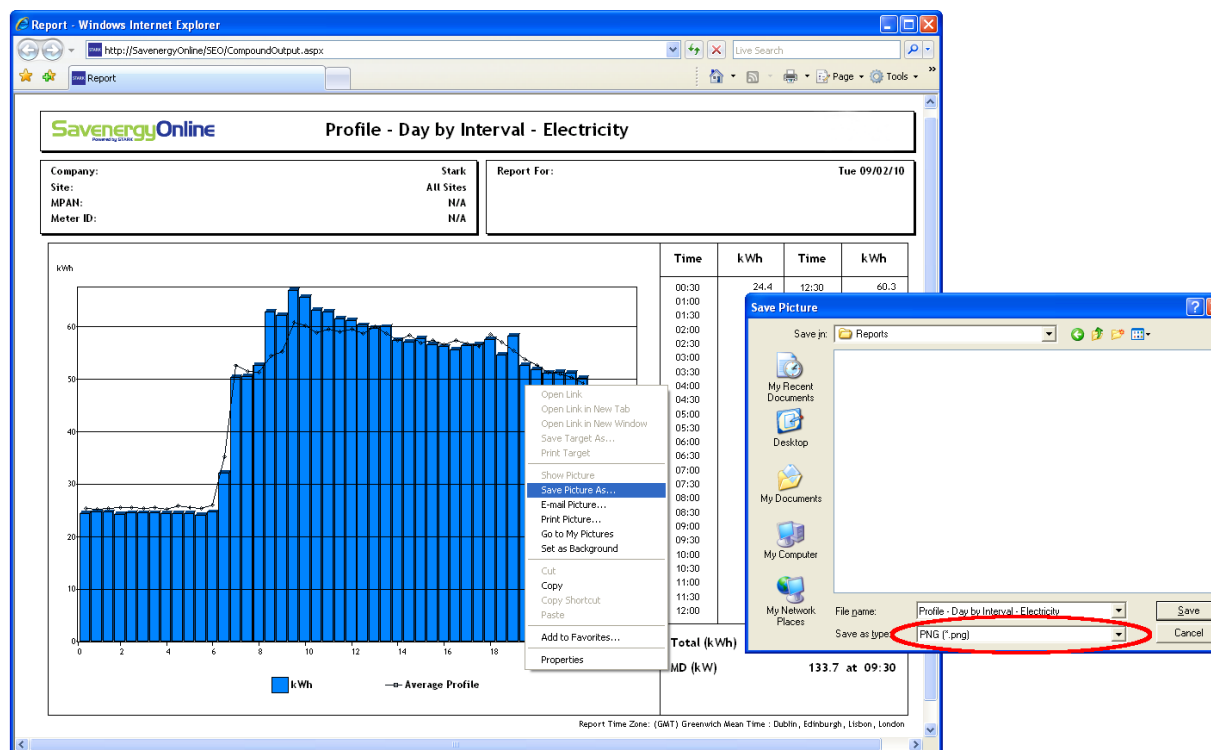


Figure 11 - Save Picture As '.png'



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Save a Text Report

To save a text report, click the **Download** button in the output window.

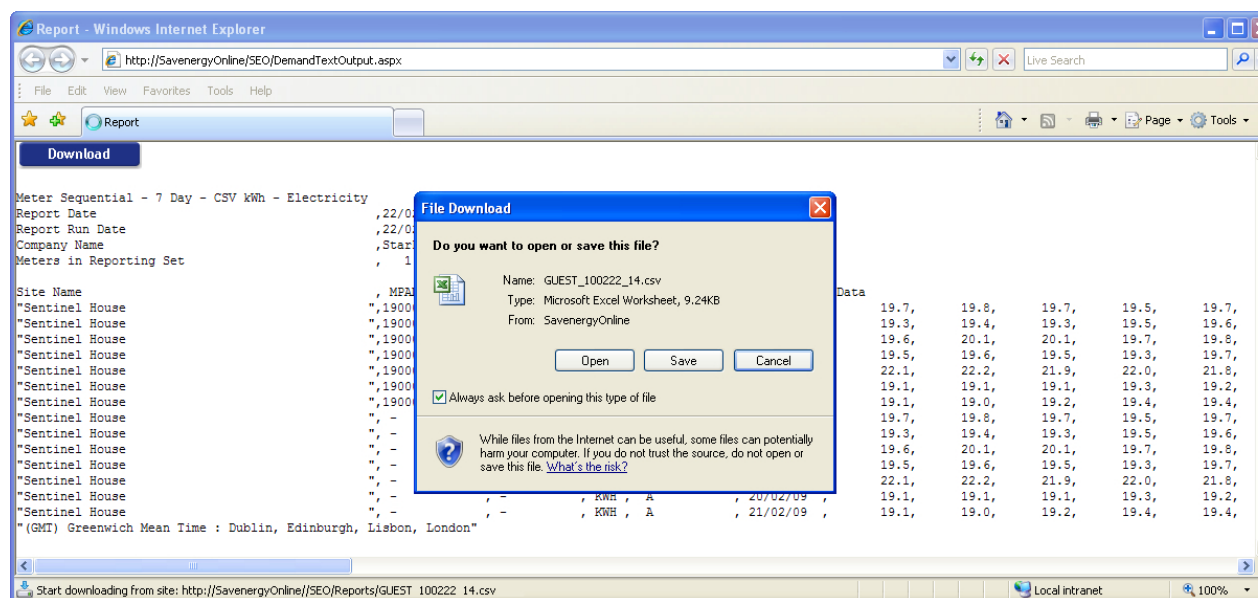
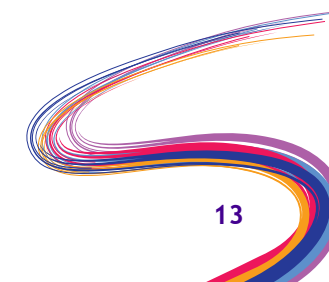


Figure 12 - Downloading a Text Report

Choose Open to view the file in your spreadsheet application with each comma-separated value in its own column.

Choose Save to save the file to disk.

- Alternatively, you can copy and paste the text output into a text editing program or spreadsheet by Selecting All (Ctrl+A), copying onto the clipboard (Ctrl+C) and then pasting into the new application (Ctrl+V).



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Send as Email

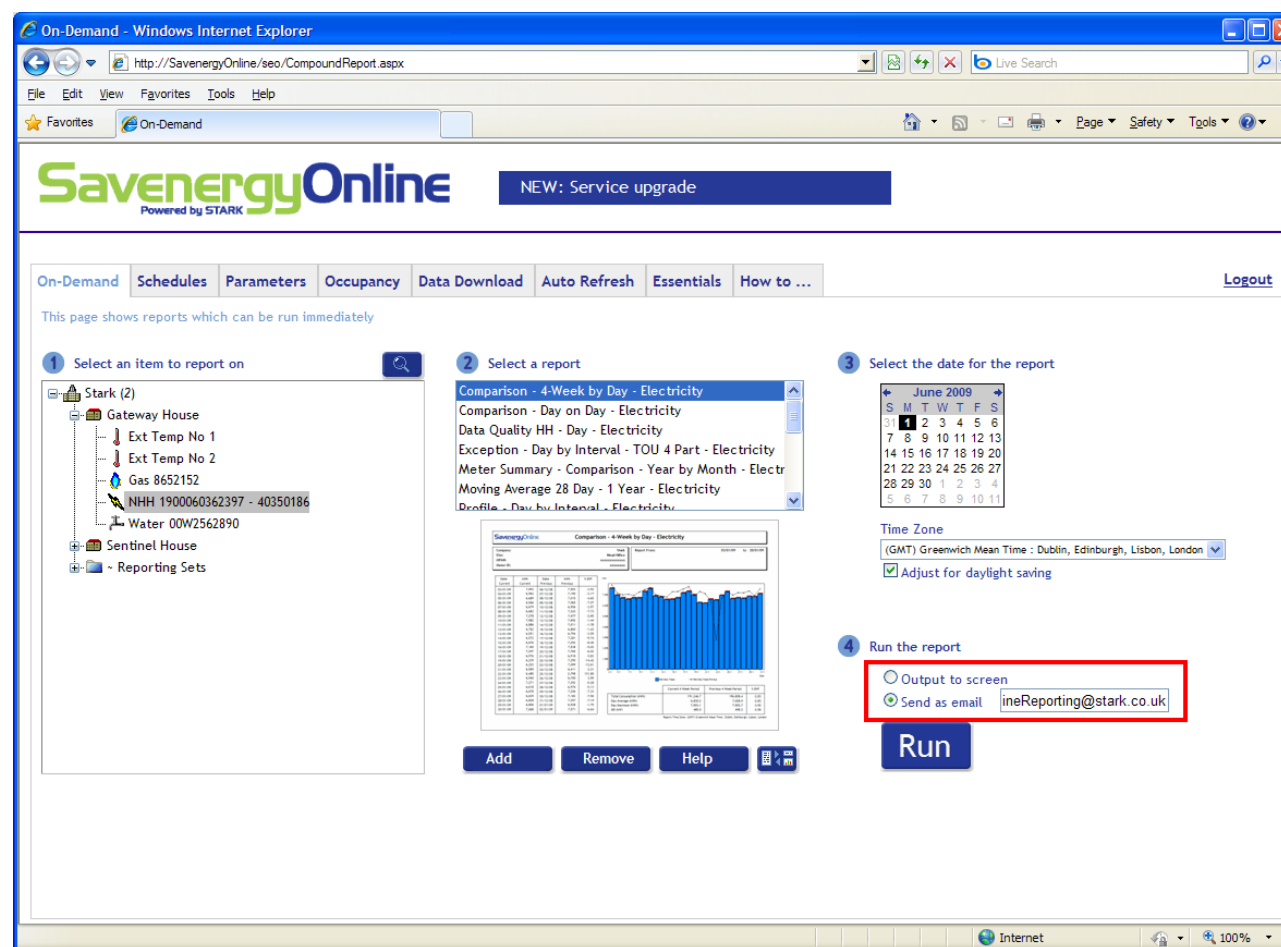


Figure 13 - Send as email

By selecting 'Send as email', an empty box will appear for you to input the email address you require the report to be sent to. Click **Run** to generate the report output.



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Adding/Removing reports

Adding a Report

If you require a report that does not feature in your favourites list, you can choose from a library of additional reports by selecting **Add**.

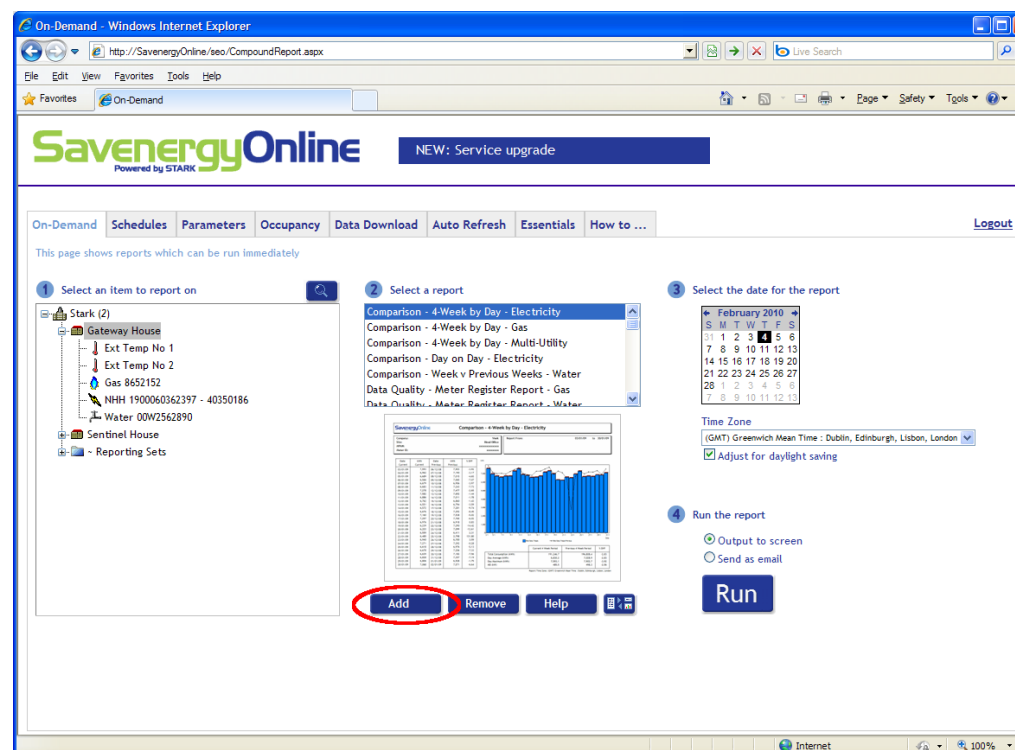


Figure 14 - Adding a Report

You can filter the list of available reports by choosing utility, period or type from the relevant drop-down list.

You can turn any of these filtering options off again by choosing Any from the drop-down list.



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Step 1

Select the utility to filter the available reports by utility. For reports that combine data from more than one utility choose Multiple.

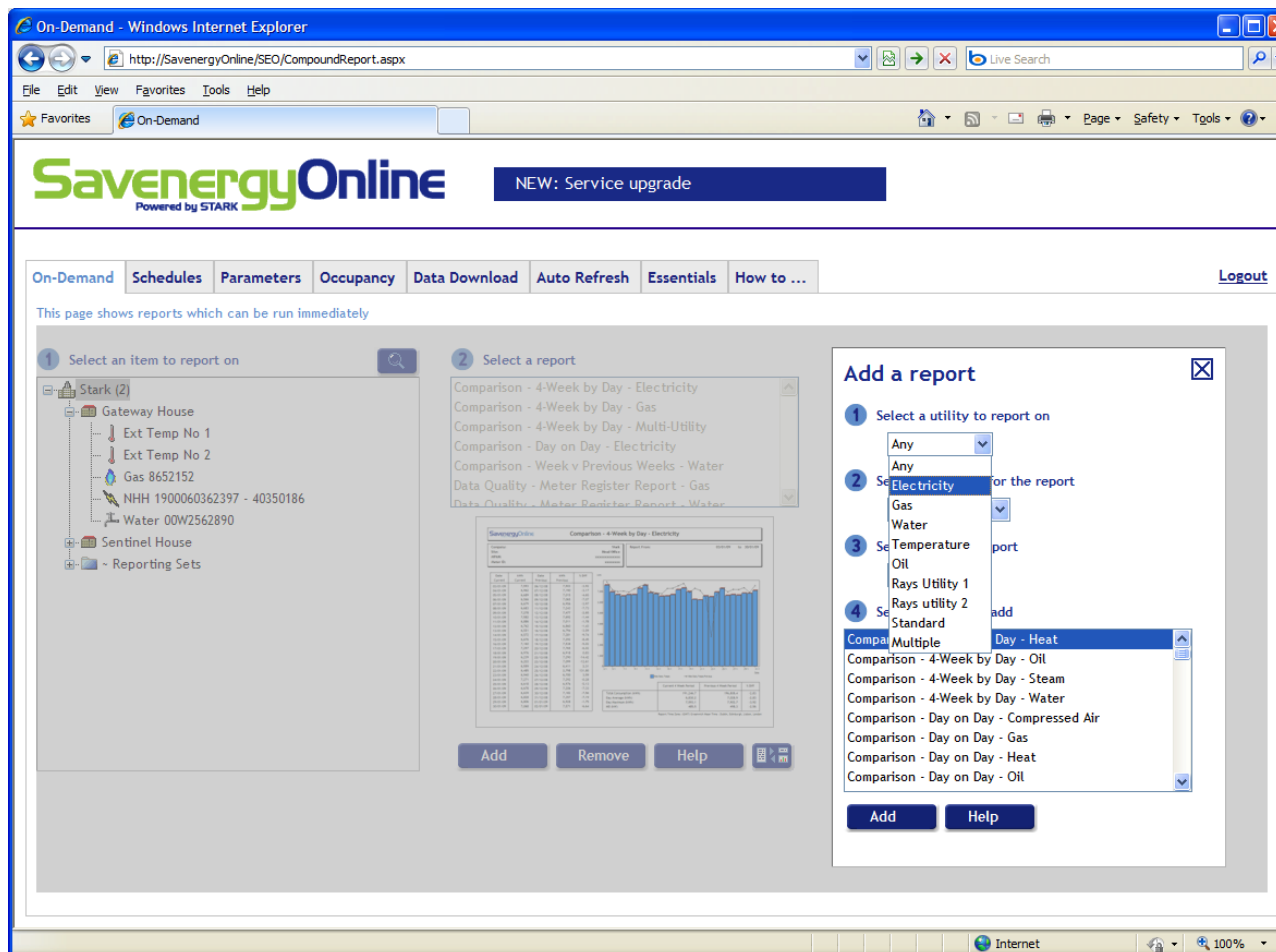


Figure 15 - Select Utility

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Step 2

Select the period to filter the available reports by period.

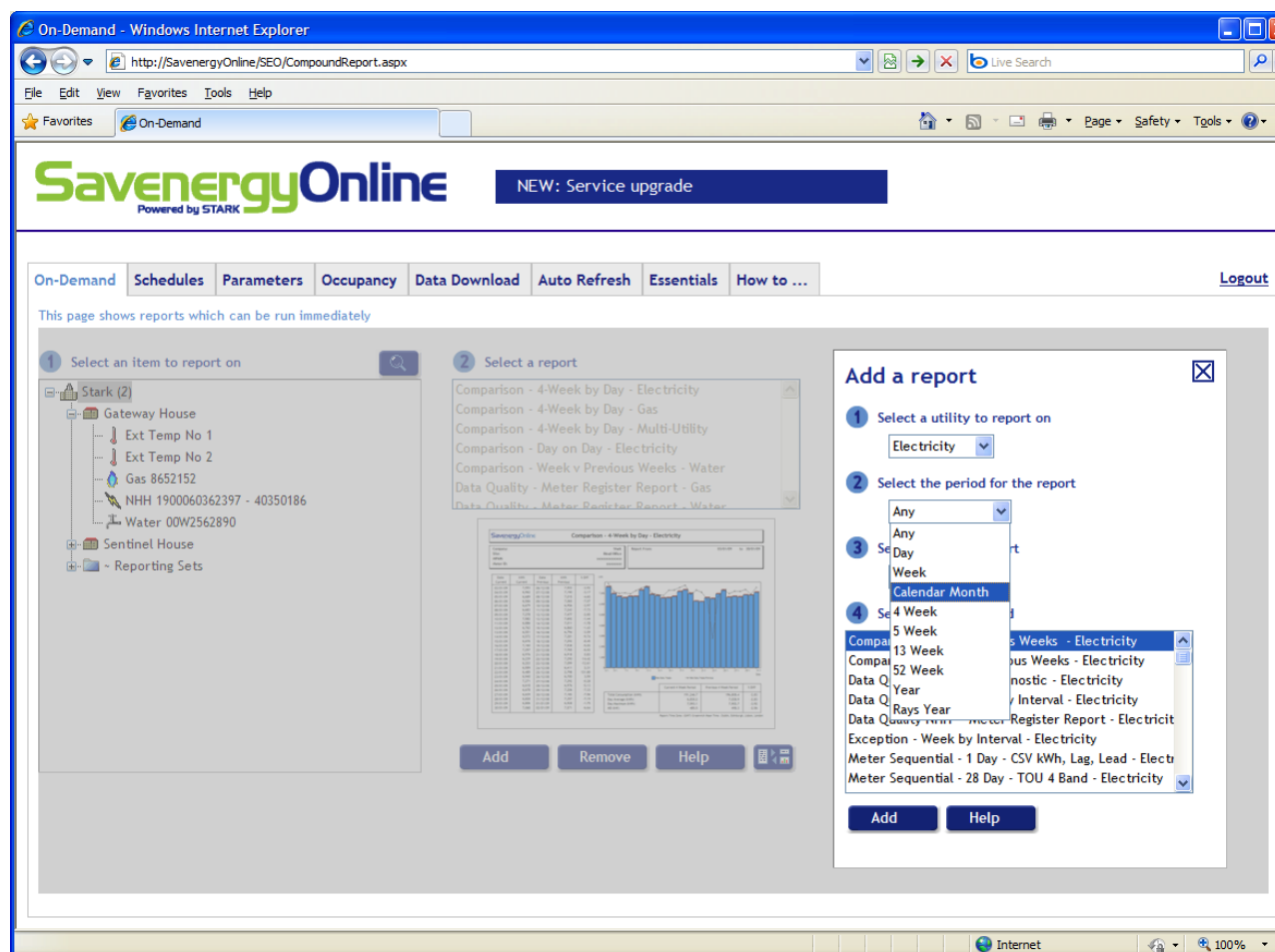


Figure 16 - Select the Period



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Step 3

Select the report type to filter the available reports by type.

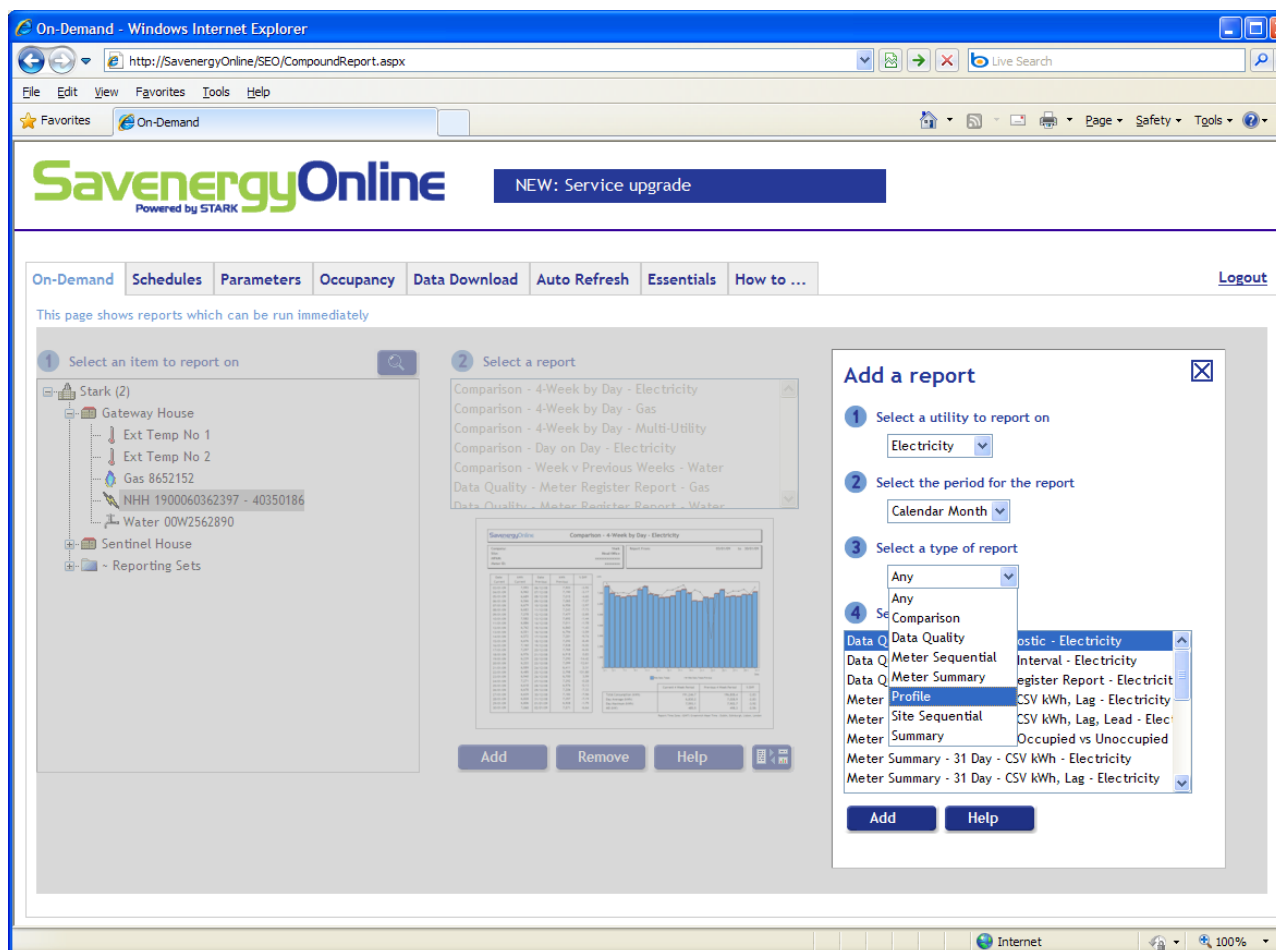


Figure 17 - Select the Report Type



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You can preview any report to check that it matches your requirements by selecting it in the list and clicking the **Help** button.

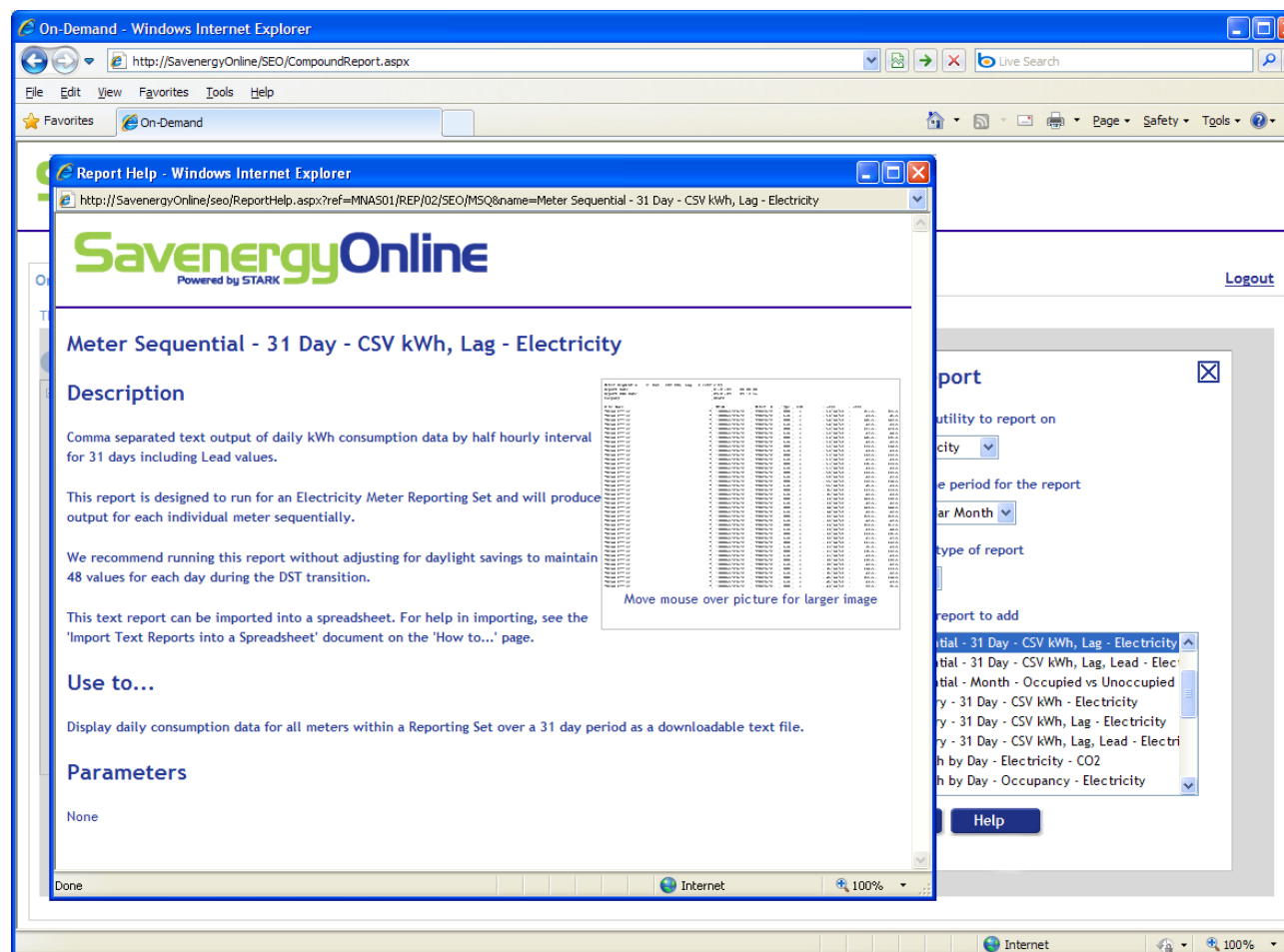


Figure 18 - Report Help



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Step 4

Select the chosen report from the list and click **Add**. The report will then disappear from the list of reports and the message 'Added report to favourites' will appear at the bottom of the screen. You can add multiple reports without closing the 'Add a report' dialog box.

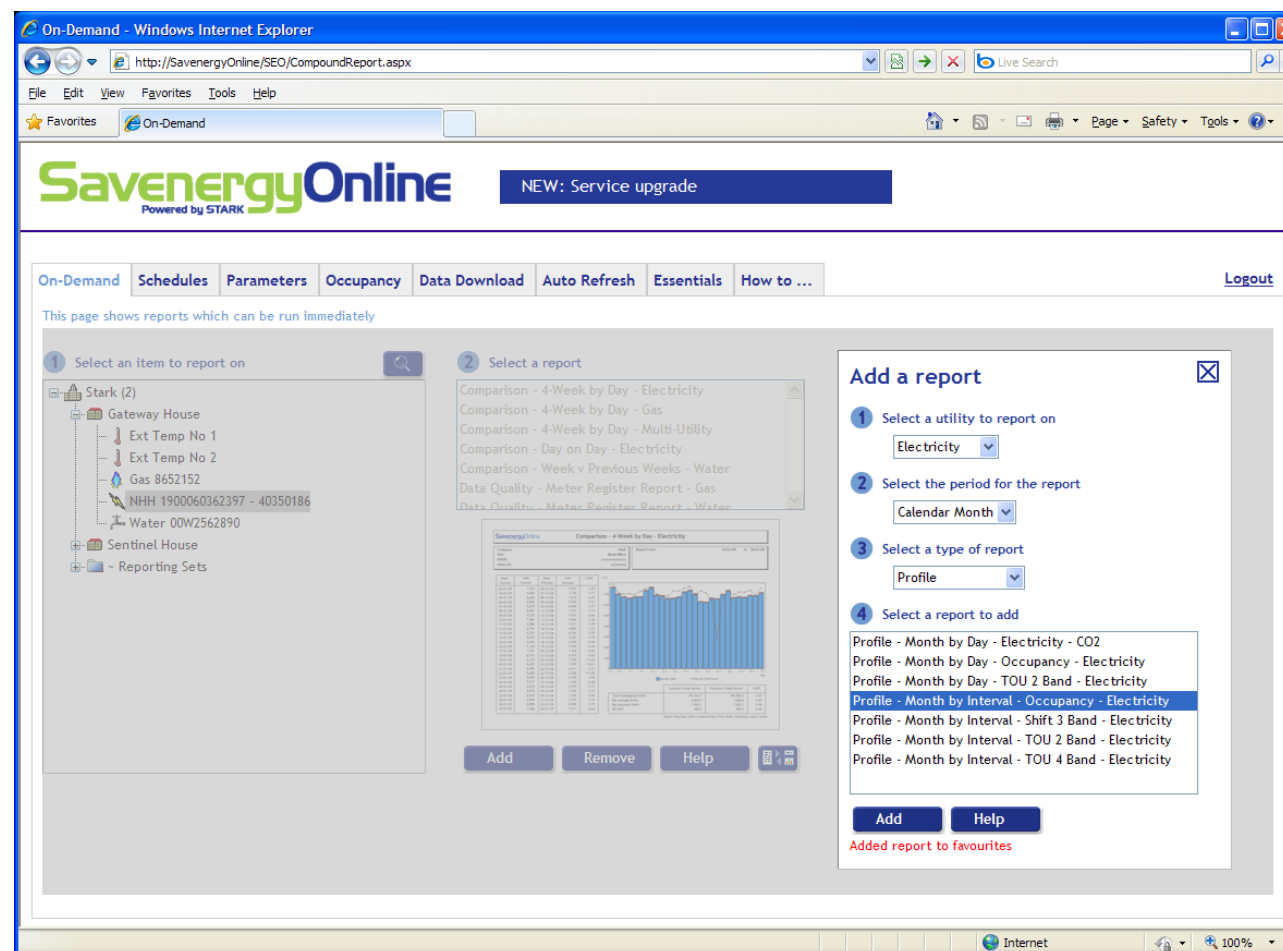

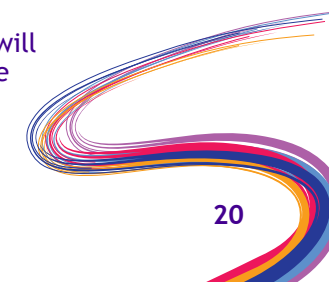


Figure 19 - Report Added

Click  in the top right of the 'Add a report' dialog box to close it and the report that you have added will now be selected in your favourite reports list. Once you have added a report to your favourites it will be listed each time you use SavenergyOnline.



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Removing a report

If you decide that you don't need a report you can remove it from the favourites list. To remove a report, highlight it in the favourites list and click **Remove**. You will be asked to confirm the removal. Click Yes to remove or No to cancel.

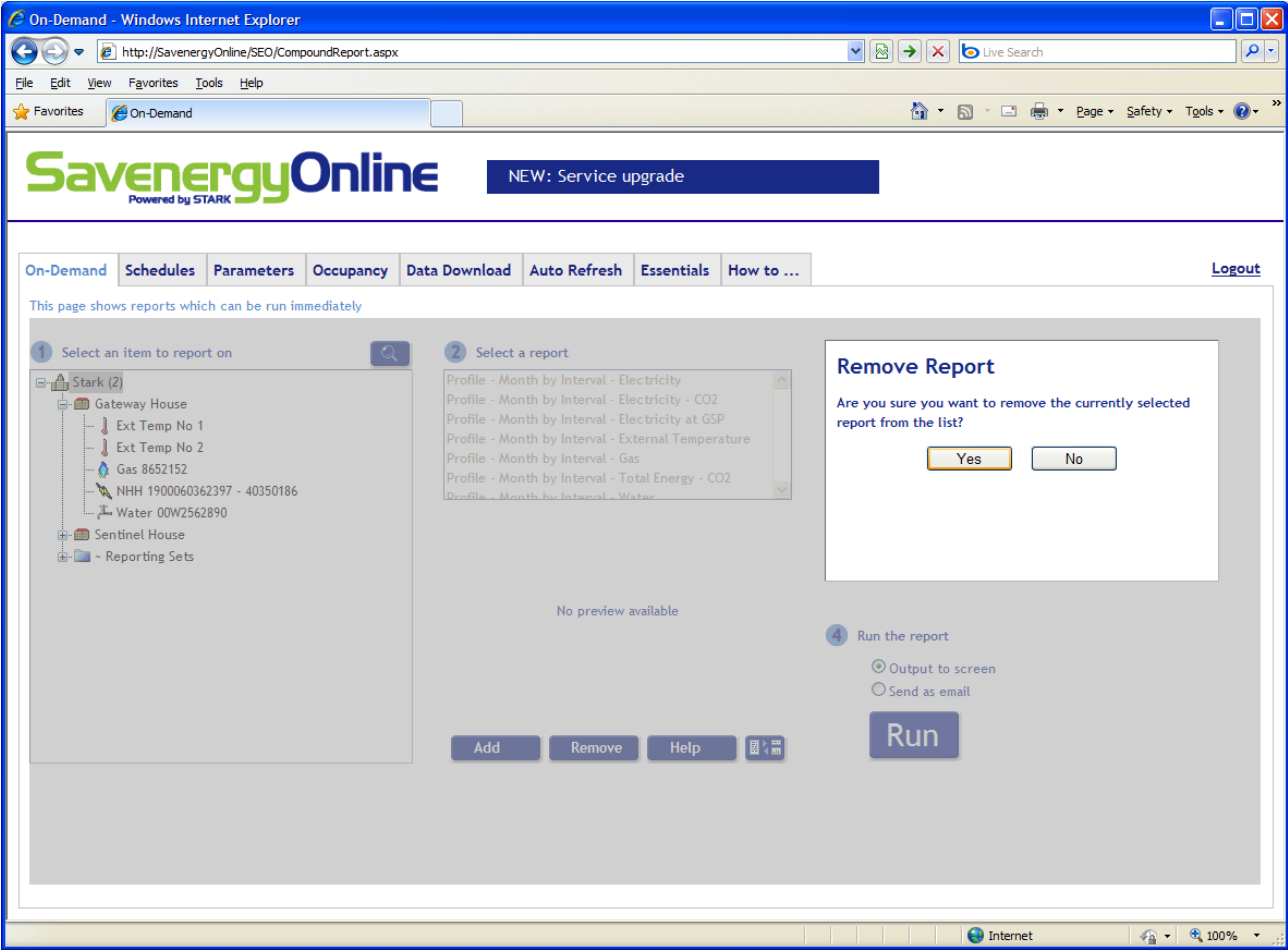


Figure 20 - Removing a Report

Note:- If you remove a report from your favourites list, you can add it again at a later date by following the instructions to add a report from the library.

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Reporting Sets

SavenergyOnline has the ability to run text reports sequentially. In this way you can run a report for a number of sites or meters grouped together - these are called 'Reporting Sets'. All other reports within the database will add together data and output the report in summary mode i.e. produce one set of aggregated figures/graphics.

Sequential output allows you to obtain information on each of the sites/meters in the set to produce one tabular output that can be used to compare and contrast all sites/meters within a company or group on a range of different statistics.

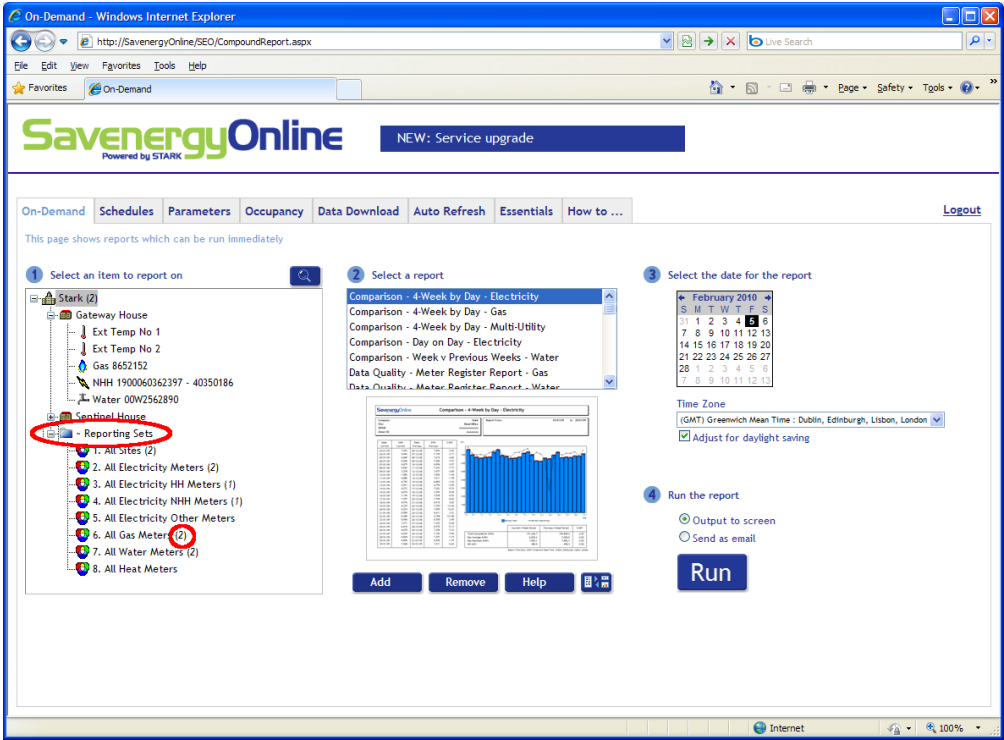


Figure 21 - Reporting Sets

Reporting Sets are included at the 'Site' level at the bottom of the site listing.

The number of items in a Reporting Set is listed in brackets.

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Setting your Degree Day Area	47
Viewing Temperature Data	48
Degree Day Analysis	49
FAQ's	50

In the previous example, the Reporting Sets are made up of the following:

Reporting Set	No. of Items	Sites/Meters in Reporting Set
All Sites	2	Gateway House, Sentinel House
All Electricity Meters	2	NHH 1900060362397 - 40350186, HH 1900034336974 - 05015122
All Electricity HH Meters	1	HH 1900034336974 - 05015122
All Electricity NHH Meters	1	NHH 1900060362397 - 40350186
All Electricity Other Meters	0	-
All Gas Meters	2	Gas 8652152, Gas 9548206
All Water Meters	2	Water 00W2562890, Water 99W548290
All Heat Meters	0	



Getting Started	2
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Sequential Reports	26
Summary Reports	27
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
Setting up a Shoulder Period	40
Degree Days	46
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FAQ's	50

All reports that start with either 'Meter' or 'Site' are comma separated text output designed to run using a Reporting Set.

Site reports are designed to run using the 'All Sites' Reporting Set.

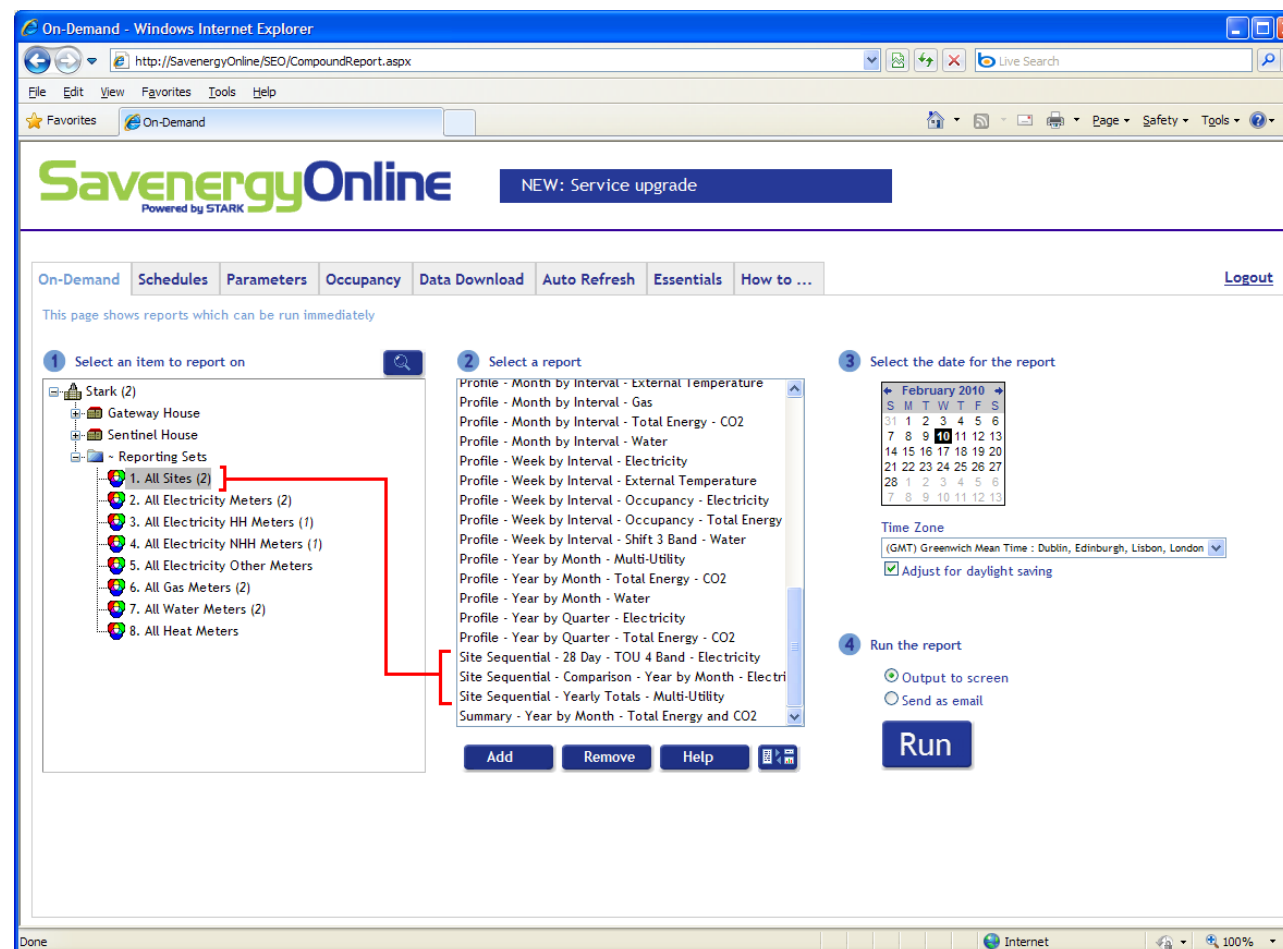


Figure 22 - Use the 'All Sites' Reporting Set when running a multi site text report



Getting Started	2
Reporting	3
On Demand	3
Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Sequential Reports	26
Summary Reports	27
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
Setting up a Shoulder Period	40
Degree Days	46
Setting your Degree Day Area	47
Viewing Temperature Data	48
Degree Day Analysis	49
FAQ's	50

Meter reports are designed to run using a Meter Reporting Set based on the utility.

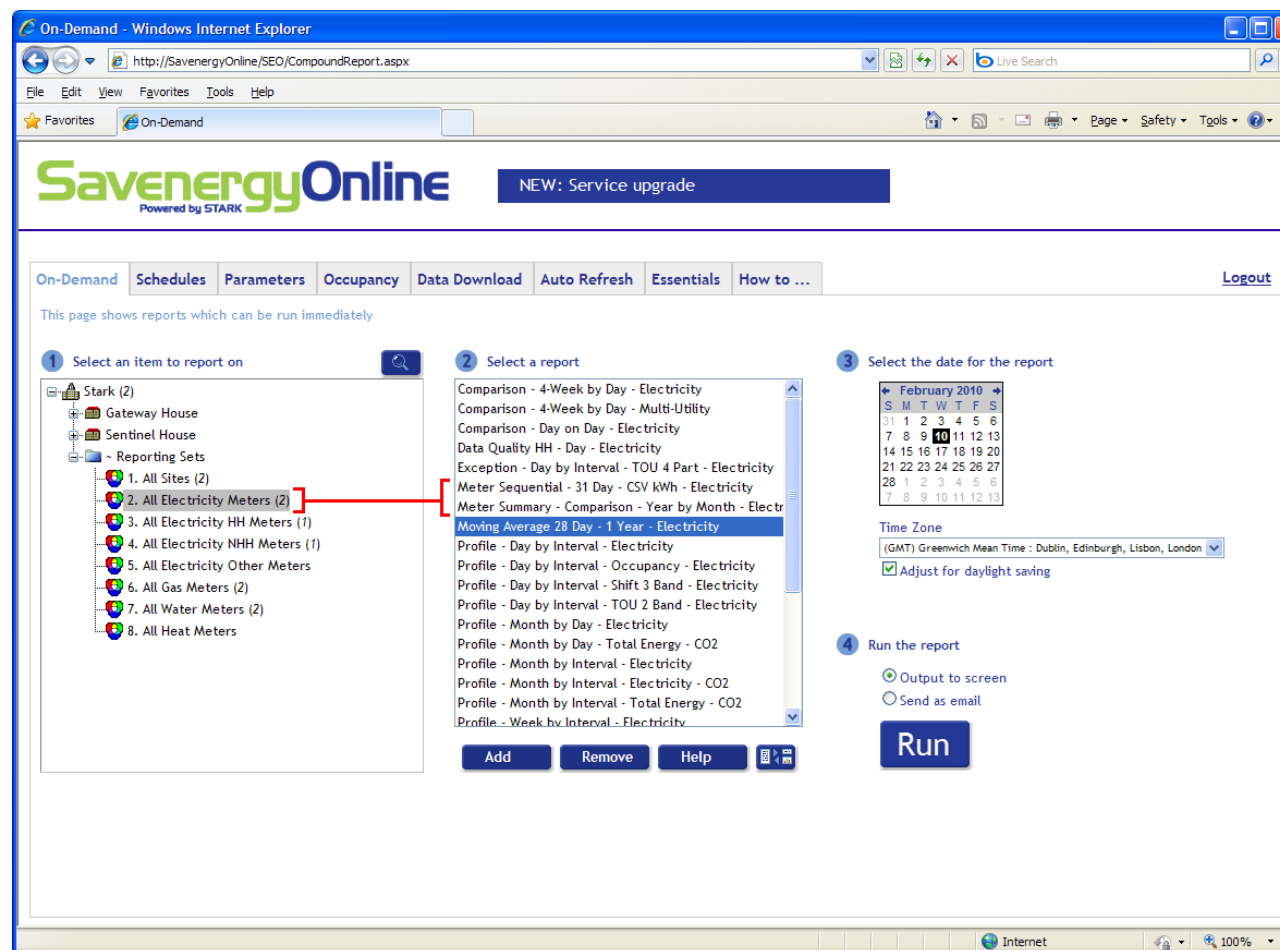


Figure 23 - Use an Electricity Meter Reporting Set when running an electricity text report with multiple meters



Getting Started	2
Reporting	3
On Demand	3
Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Sequential Reports	26
Summary Reports	27
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
Setting up a Shoulder Period	40
Degree Days	46
Setting your Degree Day Area	47
Viewing Temperature Data	48
Degree Day Analysis	49
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Sequential Reports

Sequential text reports are designed to run using a Reporting Set and are preceded by either 'Meter' or 'Site' to state whether the report is intended to run for a group of sites or for a group of meters.

Meter Sequential - Comparison - Year by Month - Electricity										
Report Date		01/06/2009 00:00								
Report Run Date		12/06/2009 16:12								
Reporting Period		Year Ending May 2009 vs Year Ending May 2008								
Company Name		Stark								
Reporting Set		2. All Electricity Meters								
Meters in Reporting Set		2								
Site Name	MPAN	Meter ID	Period	Yr End May 2009 Total kWh	Yr End May 2009 Total CO2	Yr End May 2008 Total kWh	Yr End May 2008 Total CO2	kWh Difference 100% Data	CO2 Difference 100% Data	% Difference 100% Data
Gateway House	1900060362397	40350186	Month 12 - May	4123	2214	4104	2204	19	10	0.47
Sentinel House	1900024426200	5015122	Month 12 - May	54731	29391	59916	32175	-5185	-2784	-8.65

CO2 Conversion Factor 2009 0.537
CO2 Conversion Factor 2008 0.537
CO2 Conversion Factor 2007 0.537
(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Figure 24 - Output from Microsoft Excel of 'Meter Sequential - Comparison - Year by Month - Electricity' run on the reporting set '2. All Electricity Meters' filtered by month. [See FAQs for more information on importing text output into Microsoft Excel](#)



Getting Started	2
Reporting	3
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Sequential Reports	26
Summary Reports	27
Data Download	28
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Essentials	29
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Exception Reporting	34
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Summary Reports

Summary text reports are designed to run using a Reporting Set and are preceded by either 'Meter' or 'Site' to state whether the report is intended to run for a group of sites or for a group of meters.

Meter Summary - Comparison - Year by Month - Electricity

Report Date01/06/2009 00:00

Report Run Date12/06/2009 16:12

Reporting PeriodYear Ending May 2009 vs Year Ending May 2008

Company NameStark

Reporting Set2. All Electricity Meters

Meters in Reporting Set2

		Yr End May 2009	Yr End May 2009	Yr End May 2008	Yr End May 2008	kWh Difference	CO2 Difference	% Difference
Site Name	Period	Total kWh	Total CO2	Total kWh	Total CO2	100% Data	100% Data	100% Data
All Sites	Month 01 - Jun	63904	34316	62216	33410	634	340	1
All Sites	Month 02 - Jul	67343	36163	63212	33945	5234	2811	8.28
All Sites	Month 03 - Aug	64093	34418	62629	33632	4723	2537	7.54
All Sites	Month 04 - Sep	60327	32396	57083	30654	3243	1742	5.68
All Sites	Month 05 - Oct	61716	33142	60017	32229	1659	891	2.76
All Sites	Month 06 - Nov	61473	33011	61048	32783	425	228	0.7
All Sites	Month 07 - Dec	60741	32618	59947	32192	-4776	-2565	-7.29
All Sites	Month 08 - Jan	62754	33699	65835	35353	-5276	-2833	-7.75
All Sites	Month 09 - Feb	54636	29339	62201	32244	-7565	-2905	-12.16
All Sites	Month 10 - Mar	59577	31993	64859	34780	-5282	-2787	-8.14
All Sites	Month 11 - Apr	57028	30624	62092	33432	-5064	-2808	-8.16
All Sites	Month 12 - May	58855	31605	64020	34407	-5165	-2802	-8.07
All Sites	Year End Total	732446	393323	743127	400150	-15205	-8165	-2.02

CO2 Conversion Factor 20090.537

CO2 Conversion Factor 20080.537

CO2 Conversion Factor 20070.537

(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Figure 25 - Output from Microsoft Excel of 'Meter Summary - Comparison - Year by Month - Electricity' run on the reporting set '2. All Electricity Meters' not filtered by month. See FAQs for more information on importing text output into Microsoft Excel

- Reports run against a Reporting Set with 100 items or more cannot be run to screen and must be sent to email.



Getting Started	2
Reporting	3
On Demand	3
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Adding/Removing Reports	15
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Data Download

Data download is where you can extract your raw data in plain text format.

900060362397	, 40350186	, KWH, A	, 14/04/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 15/04/09	, 2.4,	2.4,	2.4,	2.3,	2.4,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 16/04/09	, 2.3,	2.3,	2.3,	2.3,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 17/04/09	, 2.4,	2.4,	2.4,	2.4,	2.4,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 18/04/09	, 2.2,	2.2,	2.2,	2.2,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 19/04/09	, 2.3,	2.4,	2.2,	2.2,	2.2,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 20/04/09	, 2.2,	2.2,	2.3,	2.2,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 21/04/09	, 2.4,	2.4,	2.4,	2.4,	2.4,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 22/04/09	, 2.5,	2.5,	2.5,	2.5,	2.5,	2.5,	2.5,
900060362397	, 40350186	, KWH, A	, 23/04/09	, 2.5,	2.5,	2.5,	2.5,	2.5,	2.5,	2.5,
900060362397	, 40350186	, KWH, A	, 24/04/09	, 2.3,	2.3,	2.3,	2.3,	2.4,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 25/04/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 26/04/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 27/04/09	, 2.1,	2.1,	2.1,	2.1,	2.2,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 28/04/09	, 2.1,	2.2,	2.2,	2.2,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 29/04/09	, 2.4,	2.4,	2.4,	2.4,	2.5,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 30/04/09	, 2.1,	2.1,	2.2,	2.1,	2.2,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 01/05/09	, 2.4,	2.4,	2.4,	2.4,	2.4,	2.8,	2.8,
900060362397	, 40350186	, KWH, A	, 02/05/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 03/05/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 04/05/09	, 2.1,	2.1,	2.2,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 05/05/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 06/05/09	, 2.4,	2.4,	2.4,	2.4,	2.5,	2.5,	2.5,
900060362397	, 40350186	, KWH, A	, 07/05/09	, 2.3,	2.2,	2.3,	2.2,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 08/05/09	, 2.3,	2.3,	2.4,	2.3,	2.4,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 09/05/09	, 2.1,	2.1,	2.1,	2.1,	2.1,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 10/05/09	, 2.1,	2.1,	2.1,	2.1,	2.2,	2.2,	2.2,
900060362397	, 40350186	, KWH, A	, 11/05/09	, 2.1,	2.1,	2.1,	2.1,	2.2,	2.1,	2.1,
900060362397	, 40350186	, KWH, A	, 12/05/09	, 2.3,	2.3,	2.3,	2.3,	2.3,	2.3,	2.3,
900060362397	, 40350186	, KWH, A	, 13/05/09	, 2.4,	2.3,	2.4,	2.4,	2.4,	2.4,	2.4,
900060362397	, 40350186	, KWH, A	, 14/05/09	, 2.3,	2.3,	2.3,	2.3,	2.3,	2.3,	2.3,

Figure 26 - Data Download Report

This example output is for MPAN 900060362397 for 31 days as 48 comma separated 30-minute values per line.

- All text reports that manipulate the data such as Year Comparisons and TOU Breakdowns are found in the 'On Demand' library of reports.



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Adding/Removing Reports	15
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Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
Setting up a Shoulder Period	40
Degree Days	46
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Auto Refresh

Auto Refresh allows you to run graphical reports that automatically update as data is polled from the meter into SavenergyOnline. This refresh rate can be set between 1 and 30 minutes. Auto Refresh reports can only be run to screen.

The standard meter collection strategy for most meters in SavenergyOnline is every 24 hours. Auto Refresh is intended for those customers who have requested special collection strategies. If you wish to make use of this feature, please contact your salesman.

Essentials

The Essentials tab allows users to access reports which have been pre-generated using the Stark Essentials software. If you wish to make use of this feature, please contact your salesman.



Getting Started	2
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Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
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Degree Days	46
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Viewing Temperature Data	48
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Schedules

A scheduled report is a report that runs every day automatically at 10:00 am and is sent via email. The email address for a site or meter is set in the Building Information parameter set on the [Parameters](#) page.

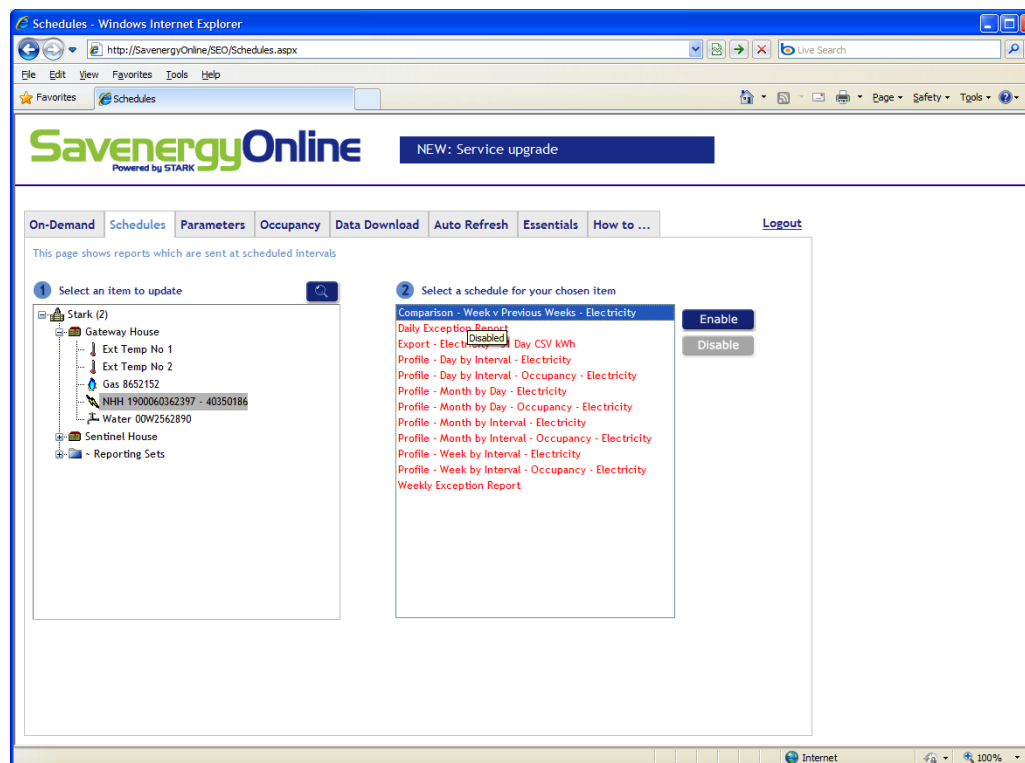
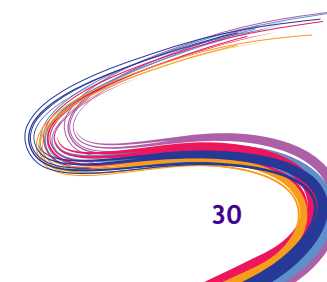


Figure 27 - Schedules

All schedules are disabled to begin with.

To enable a schedule;

1. Select the site or meter which you would like the report run for.
2. Select the report you would like to run.
3. Click **Enable** on the right hand side of the report list. A message will be displayed beneath the report list when the schedule has been enabled.



Getting Started	2
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Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Data Download	28
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Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
Setting up a Shoulder Period	40
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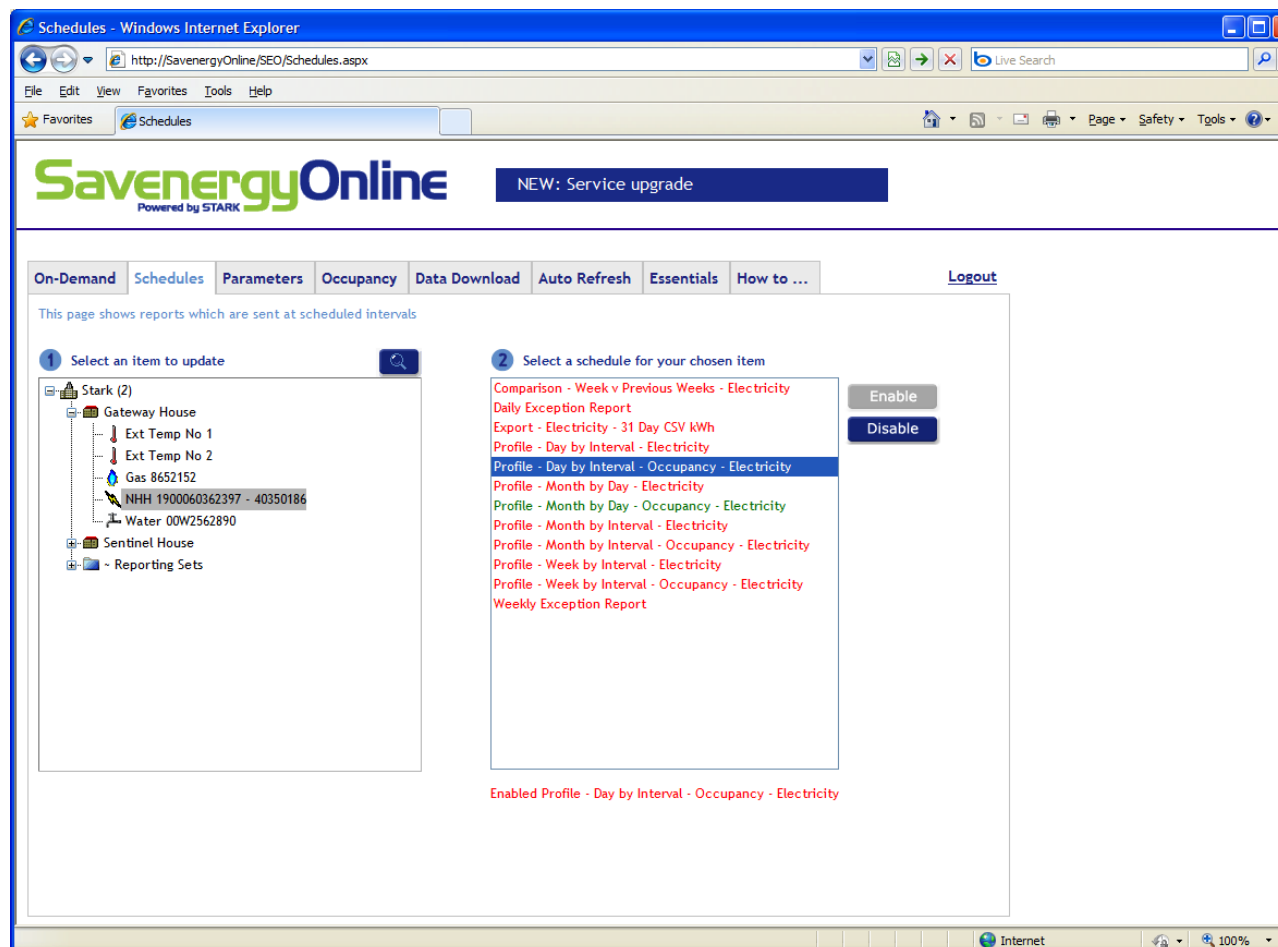
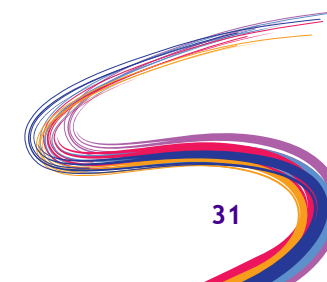


Figure 28 - Enabling a Schedule

Those reports that are enabled to run as a schedule are displayed in **green** and those that are not scheduled are displayed in **red**.

To disable a schedule, select the meter and the scheduled report and click **Disable**.



Getting Started	2
Reporting	3
On Demand	3
Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Data Download	28
Auto Refresh	29
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Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
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Parameters

Parameters are used to store extra information and various numeric values for use in reports.

Parameters are grouped within parameter sets.

The types of parameter available to you are dependent on what part of the site tree you select.

Site Tree Level	Editable parameters
Company	No editable parameters
Site	Building parameters and degree day links
Meter/Sub Meter	All parameters are available including exception parameters

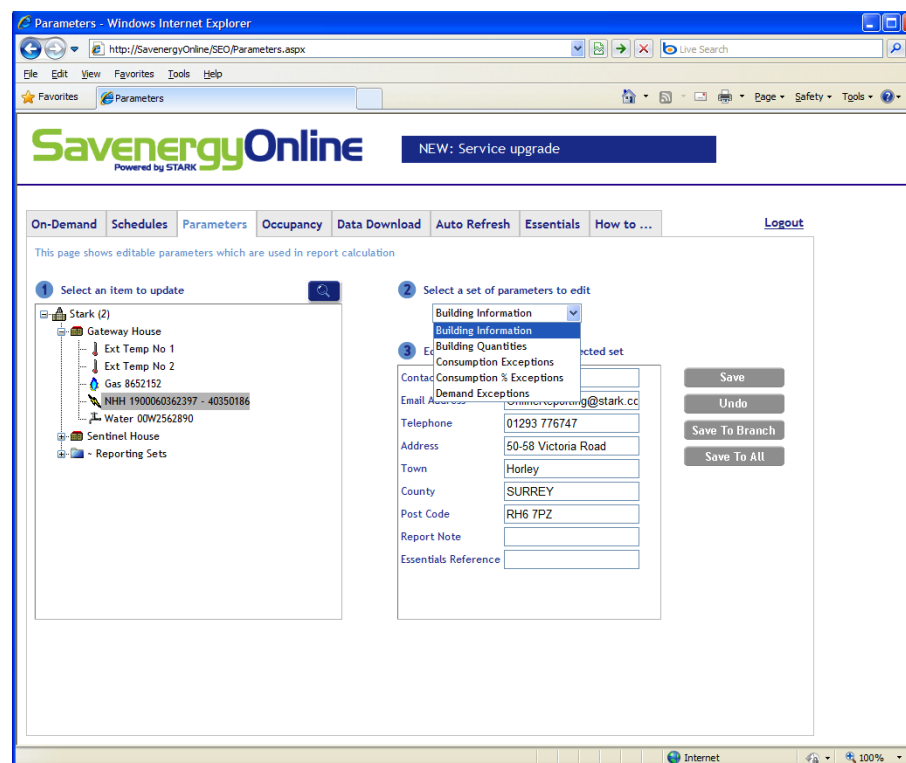
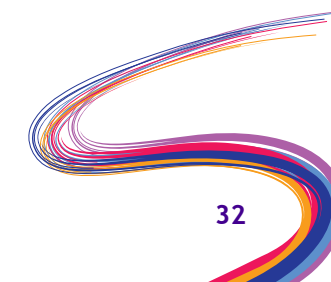


Figure 29 - Parameters available at meter level



Getting Started	2
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Adding/Removing Reports	15
Reporting Sets	22
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Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
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Occupancy	36
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Updating Parameters

To update a parameter choose a site or meter, select the parameter set, change the parameter value and click **Save** .

- If you wish to update a parameter for all meters within a particular site you may update the parameter at the site level and then click **Save To Branch** .
- To update a parameter for all sites and all meters visible with your login, click **Save To All** .

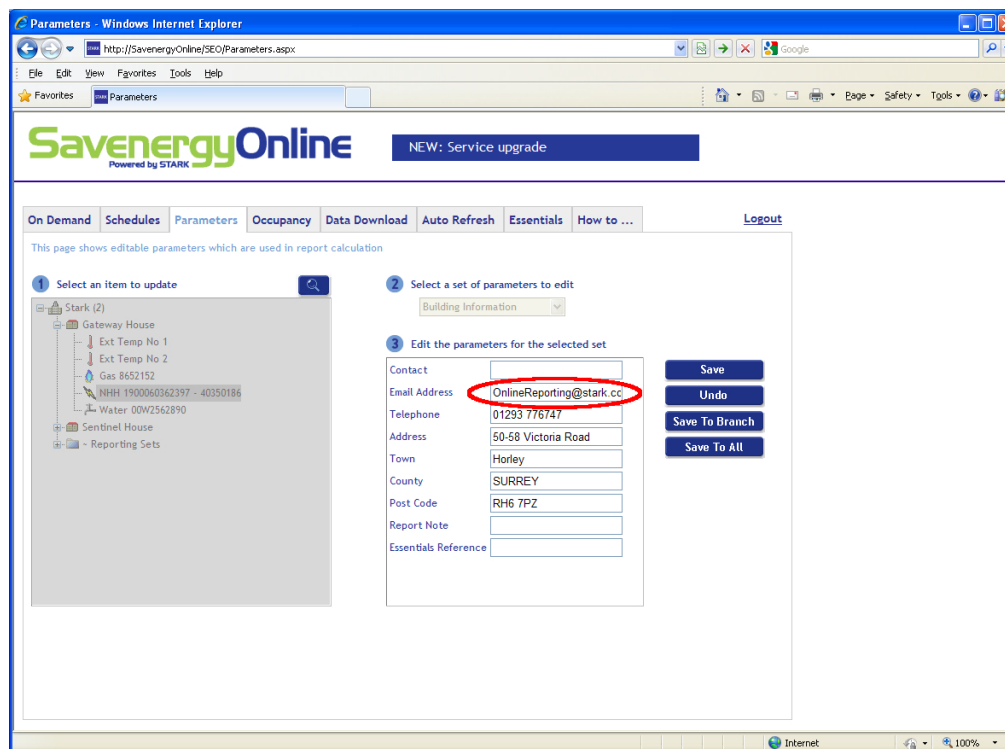
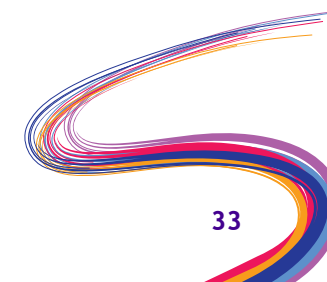


Figure 30 - Updating Parameters

- To enter an email address for scheduled reports, edit the Email Address field in the 'Building Information' parameter set.



Getting Started	2
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Running the Report	11
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Reporting Sets	22
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
Editing your Occupancy Profile	38
Saving your Occupancy Profile	39
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Degree Days	46
Setting your Degree Day Area	47
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Exception Reporting

Exception reports are scheduled reports that will produce output only if a set of conditions is met. Most of the time you will want to view a report when there is either an irregular consumption pattern or when the consumption has risen above or fallen below a set threshold.

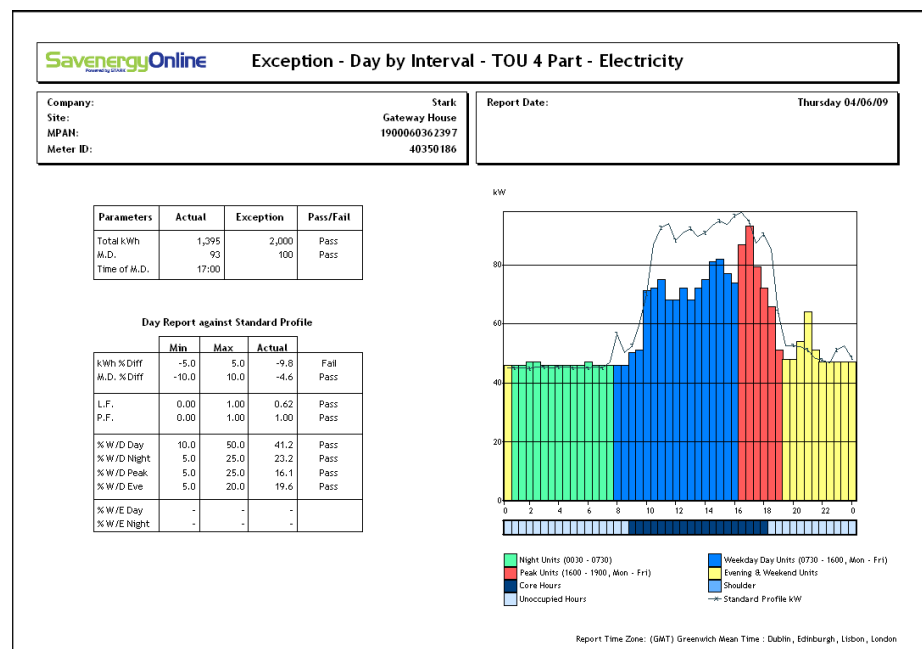
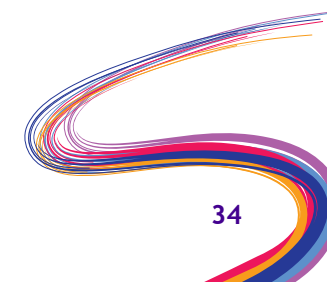


Figure 31 - Daily Exception Report

Exception reports rely on the setting of exception parameters. The most widely used exception report is our daily exception report for an electricity meter (see above image).

There are 20 configurable exception parameters for this report divided into three parameter sets.

- 1 consumption exception
- 12 consumption % exceptions
- 7 demand exceptions



Getting Started	2
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Adding/Removing Reports	15
Reporting Sets	22
Data Download	28
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2 Select a set of parameters to edit

Consumption Exceptions

3 Edit the parameters for the selected set

Max kWh consumption per day	1000
Max kWh consumption per week	1000

2 Select a set of parameters to edit

Consumption % Exceptions

3 Edit the parameters for the selected set

Upper limit of % difference	5
Lower limit of % difference	-5
Min % of total in Day Period	10
Max % of total in Day Period	50
Min % of total in Night Period	5
Max % of total in Night Period	25
Min % of total in Peak Period	5
Max % of total in Peak Period	25
Min % of total in EW Period	5
Max % of total in EW Period	20
Max % of total in Weekend Day	100

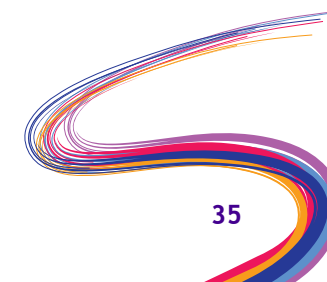
2 Select a set of parameters to edit

Demand Exceptions

3 Edit the parameters for the selected set

Allowed Weekly kW MD	100
Allowed Daily kW MD	100
Lower limit of % diff kW MD	-10
Upper limit of % diff kW MD	10
Minimum Power Factor	0
Maximum Power Factor	1
Minimum Load Factor	0
Maximum Load Factor	1
Daily Allowed Number of Zeros	0

Figure 32 - Parameter sets used to configure exception reports



Getting Started	2
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Occupancy

SavenergyOnline allows you to create your own site specific seven day occupancy profile to report on utility consumption. Breaking down consumption by occupancy period e.g. core, unoccupied and shoulder allows you to identify waste more effectively.

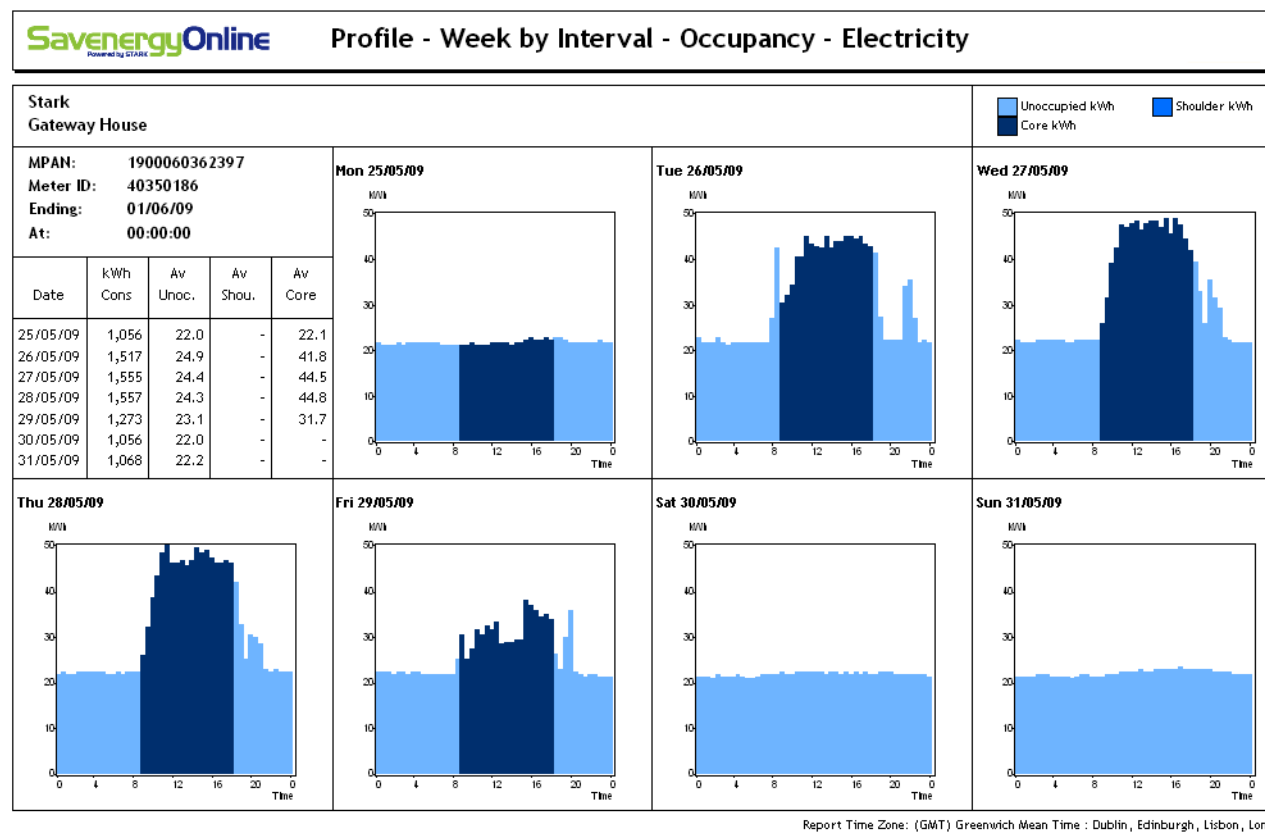


Figure 33 - Output of the report 'Profile - Week by Interval - Occupancy - Electricity'



Getting Started	2
Reporting	3
On Demand	3
Running the Report	11
Adding/Removing Reports	15
Reporting Sets	22
Data Download	28
Auto Refresh	29
Essentials	29
Schedules	30
Parameters	32
Updating Parameters	33
Exception Reporting	34
Occupancy	36
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Saving your Occupancy Profile	39
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In the Occupancy tab, select a site or meter. Your Core Hours occupancy profile is now displayed as a grid of 48 half hour periods over each of the 7 days of the week.

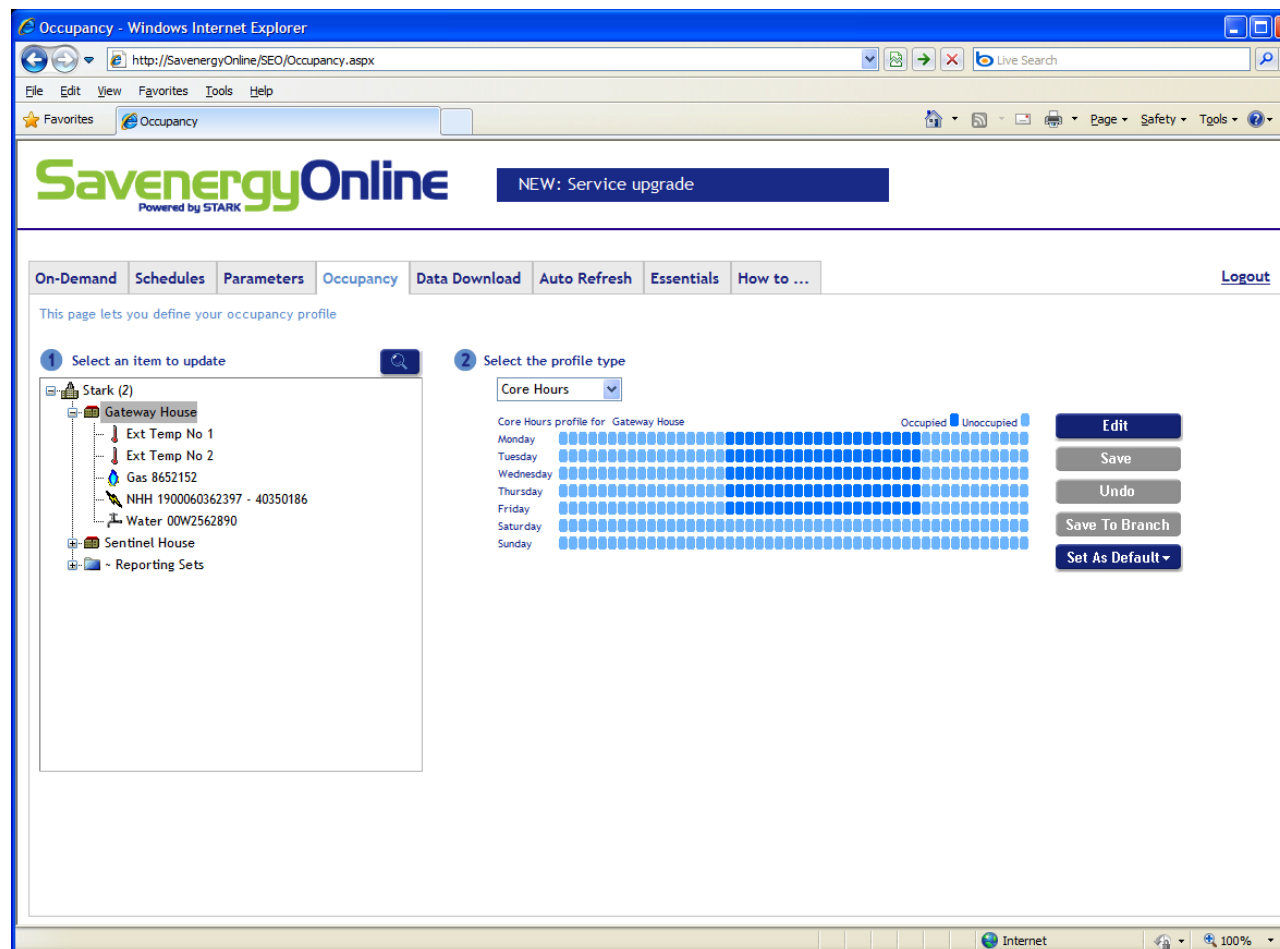
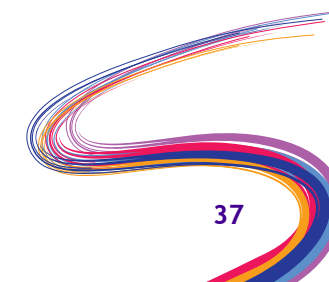


Figure 34 - The Core Hours occupancy profile for the site 'Gateway House'

In the above example, this is 08:30 to 18:30 for each weekday. To change the profile, click **Edit**.



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Editing your occupancy profile

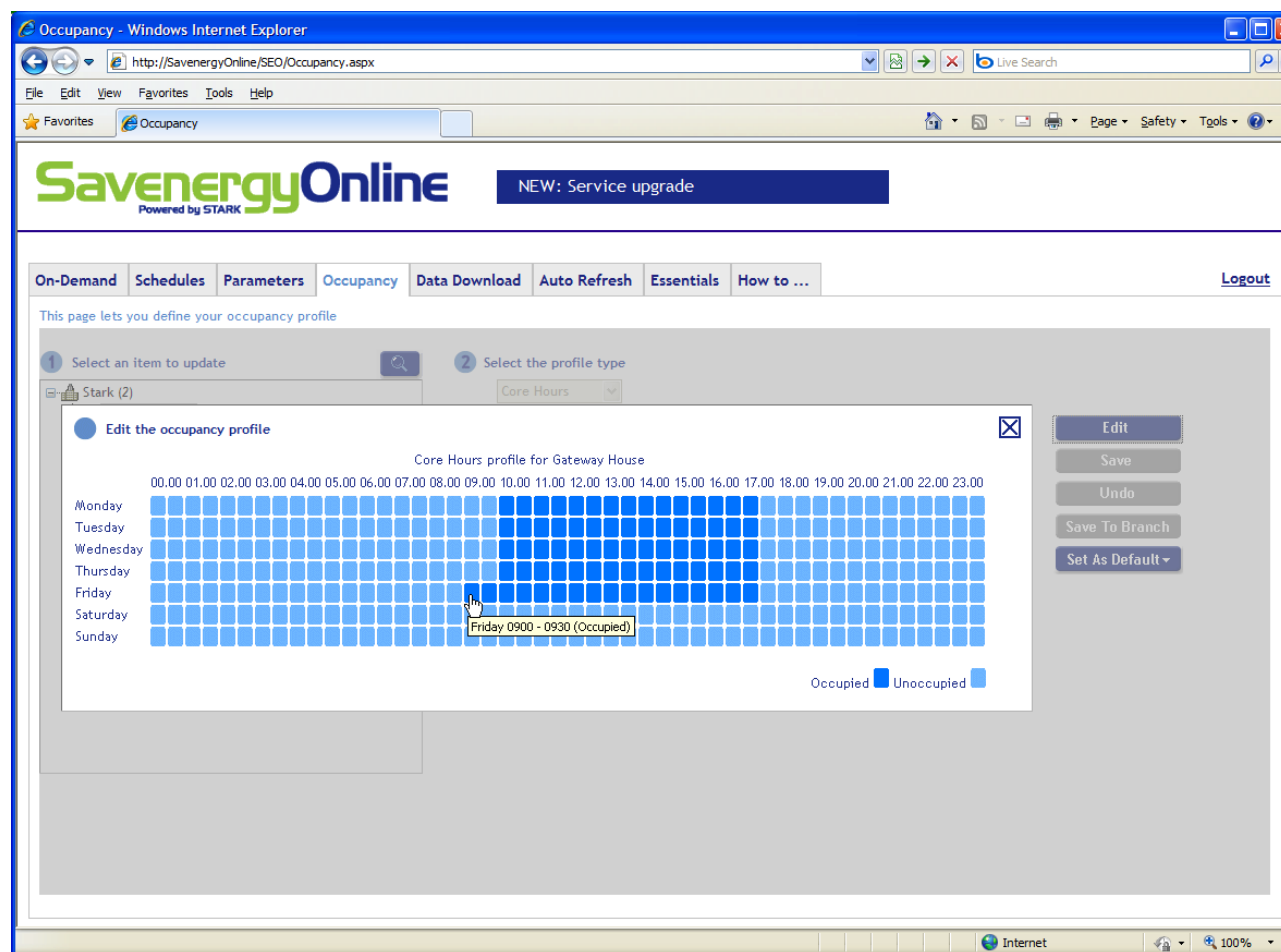
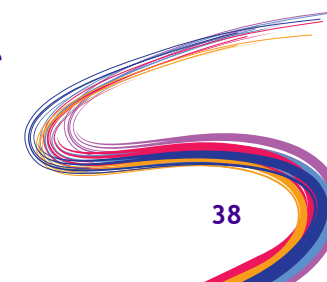


Figure 35 - The occupancy edit grid

The Edit grid allows you to define when your site is occupied. Double-click a block to toggle it between occupied and unoccupied. You can also drag to select a range by clicking down on the start block and releasing the mouse on the end block. You can only drag within the same day.

When you have finished editing, click the close icon in the top right of the window. Your changes will be reflected in the displayed grid.



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Saving your occupancy profile

Once an occupancy profile has been edited, the following options are available:

- Save** Save the displayed occupancy profile as the active occupancy profile to report with.
- Undo** Return to the existing occupancy profile before editing.
- Save To Branch** If you have selected a site and want all meters under the site to have the same occupancy profile as the one displayed, select this to apply the occupancy profile to all meters.
- Set As Default** Select this to display your current occupancy profile in the lower part of the occupancy window. This allows for the easy copying of this occupancy profile to different sites/meters or to additional occupancy profiles for this site/meter e.g. to define shoulder periods.



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Setting up a shoulder period

A shoulder period exists for many sites where a building is neither fully occupied nor fully unoccupied. An example of such a site would be a retailer where the time periods immediately before and after trading hours will be partially occupied by staff and cleaners so cannot be defined as fully occupied or fully unoccupied.

- A fully occupied half hour interval is defined as a ‘core’ interval
- A partially occupied half hour interval is defined as a ‘shoulder’ interval
- A fully unoccupied half hour interval is defined as an ‘unoccupied’ interval

Creating a shoulder period involves using both the Core Hours and the Occupied Hours occupancy profiles.

- Intervals occupied in the Core Hours profile will always show as core intervals regardless of the Occupied Hours profile.
- Intervals unoccupied in the Core Hours profile and occupied in the Occupied Hours profile will be displayed as shoulder intervals.
- Intervals unoccupied in the Core Hours profile and unoccupied in the Occupied Hours profile will be displayed as unoccupied intervals.

		Core Hours	
		Occupied	Unoccupied
Occupied Hours	Occupied	Core	Shoulder
	Unoccupied	Core	Unoccupied

Figure 36 - Defining core, shoulder and occupied intervals by occupancy profile

By default, your Core Hours occupancy profile is set to be the same as the Occupied Hours profile, hence no shoulder intervals are present.



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Step 1

Select the profile type to be Core Hours and click **Edit** to choose your Core Hours

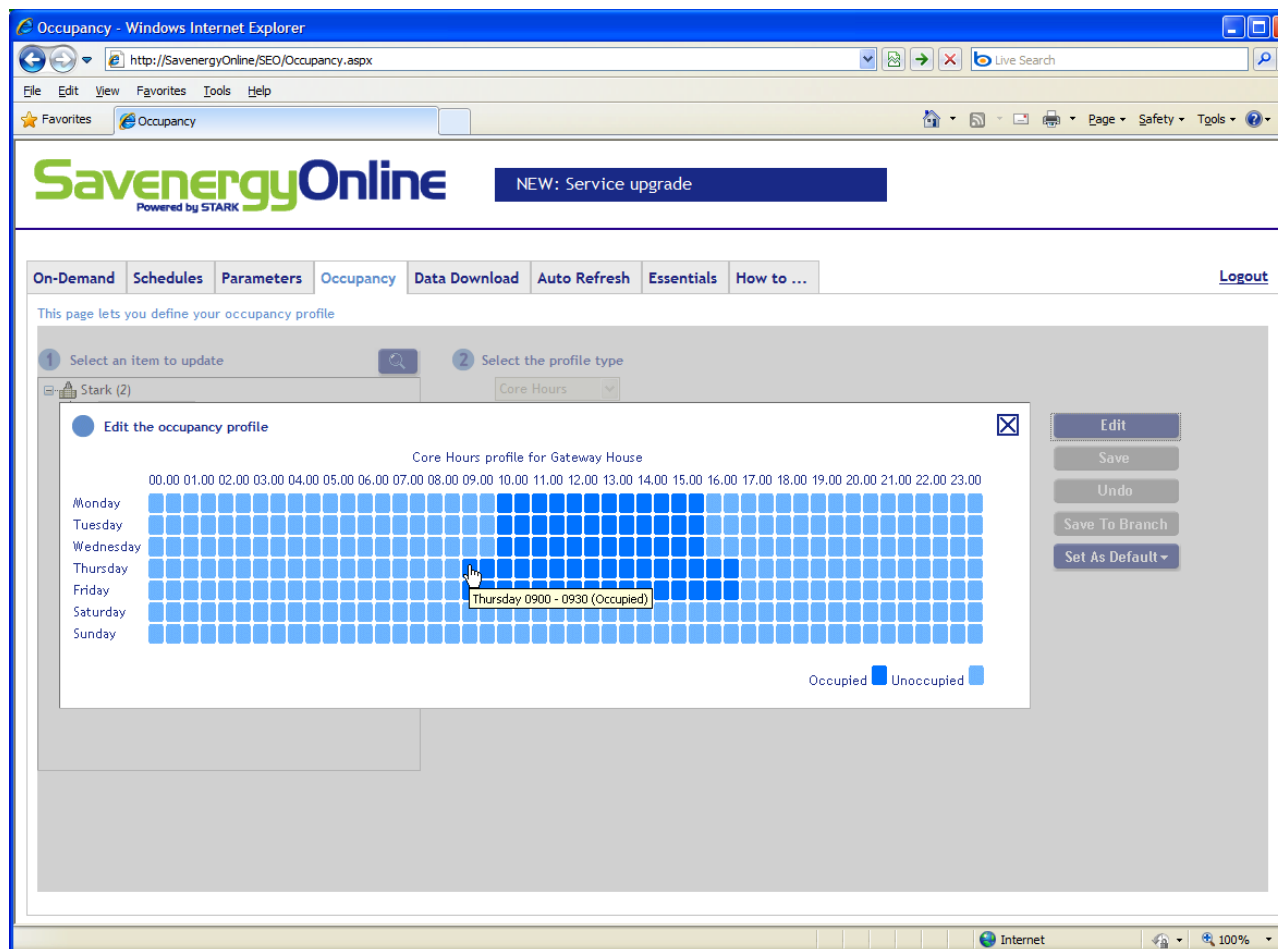
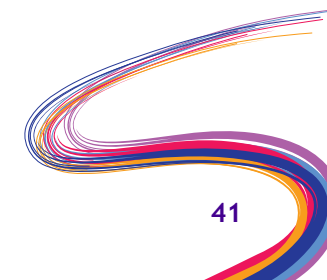


Figure 37 - Setting your Core Hours



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Step 2

Select **Set As Default**. The Core Hours profile will appear below.

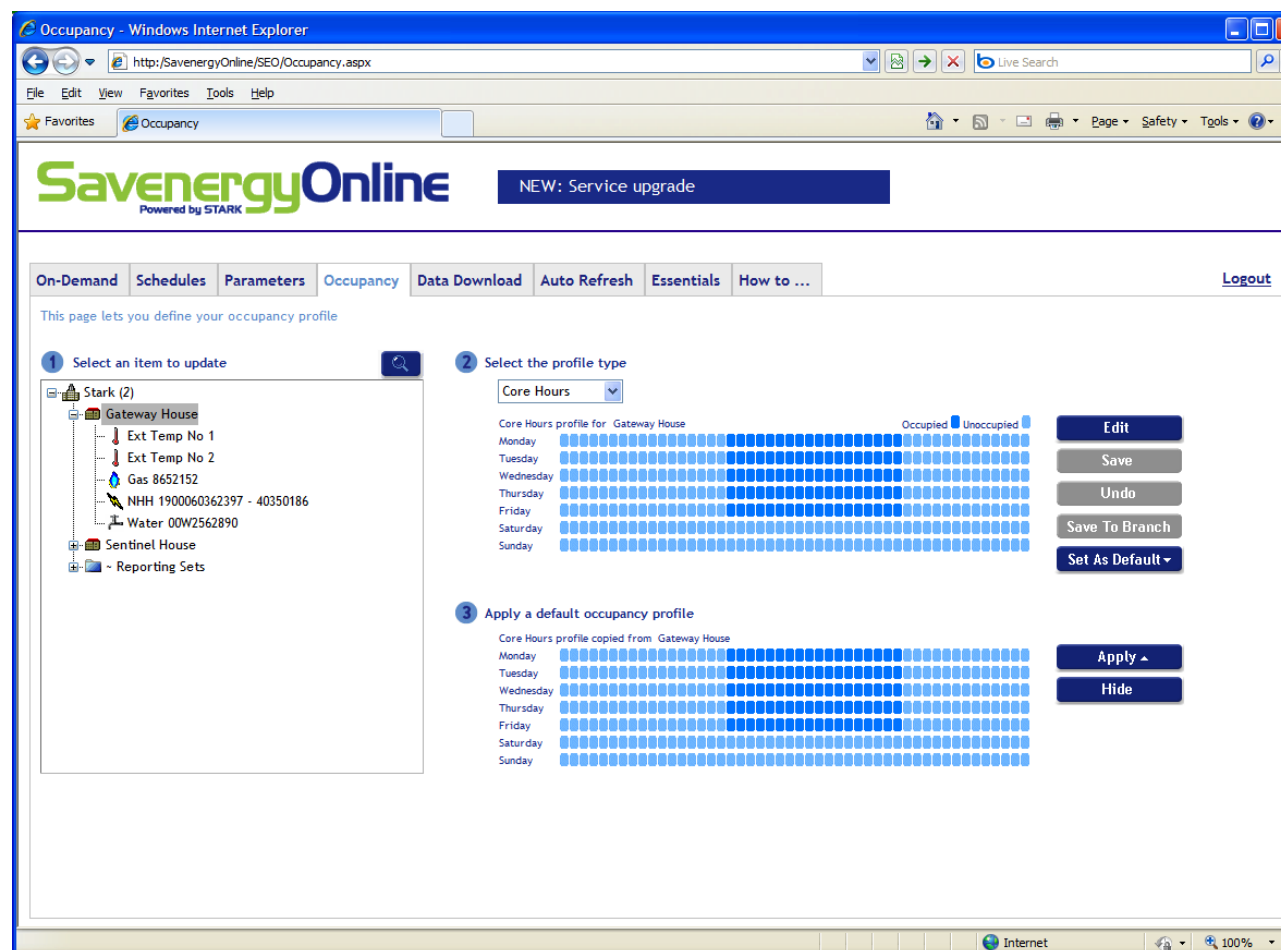
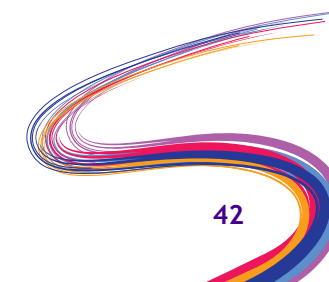


Figure 38 - Applying the Core Hours profile as default



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Step 3

Select the profile type to be Occupied Hours and **Apply** the Core Hours profile to the Occupied Hours profile

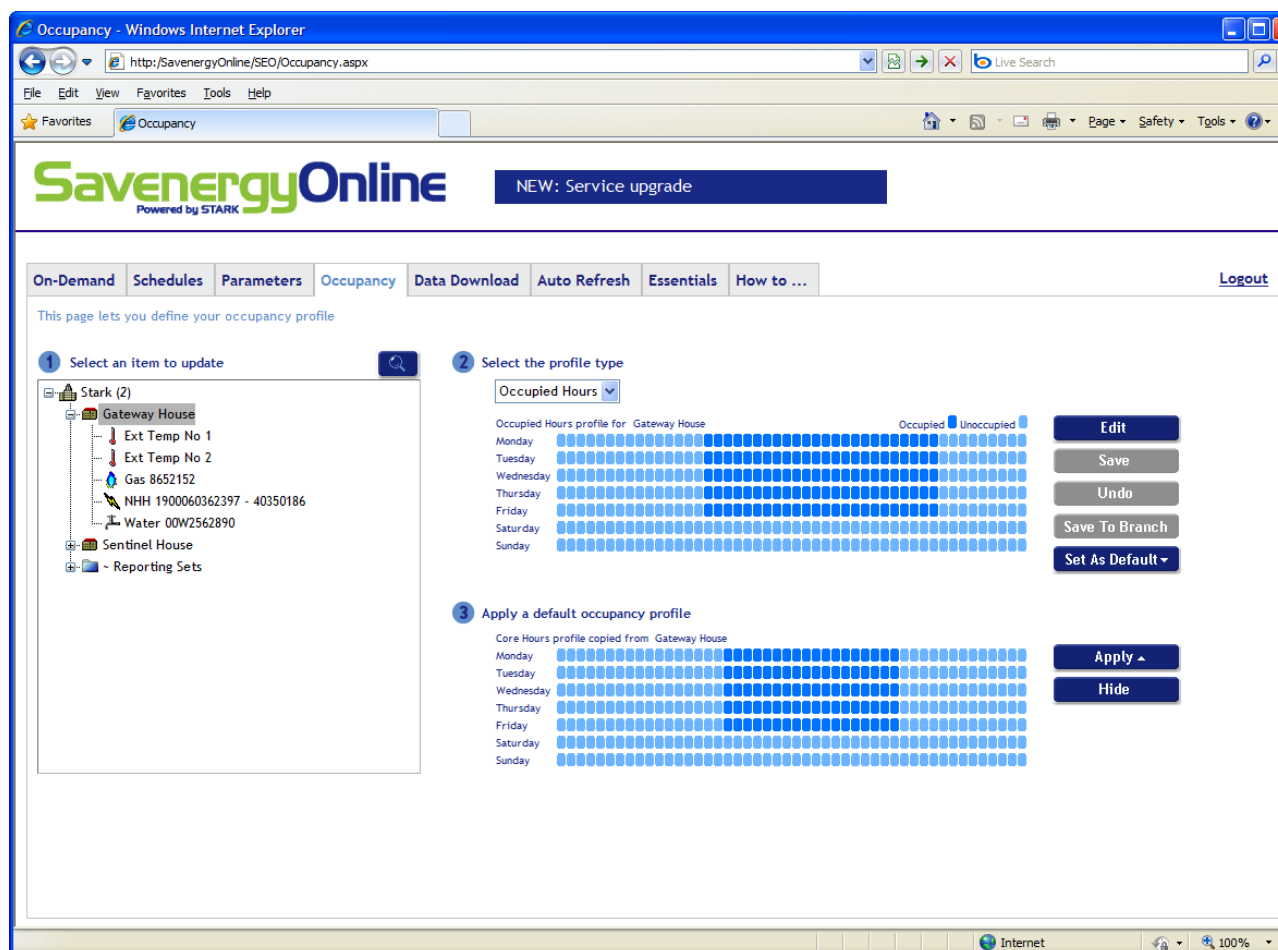
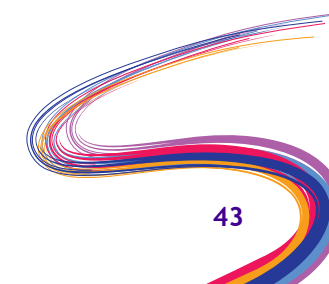


Figure 39 - Copying your Core Hours to the Occupied Hours profile



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Step 4

Extend your copied Occupied Hours profile to include the shoulder period.

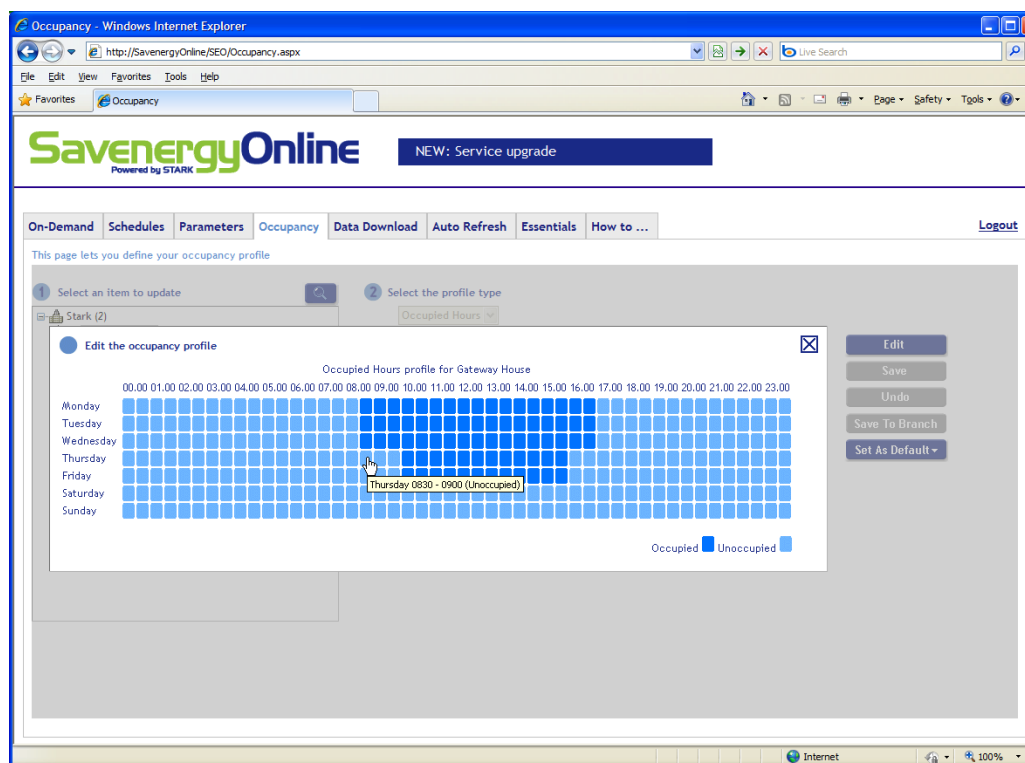
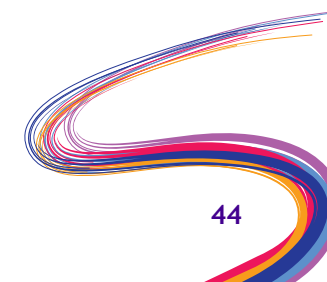


Figure 40 - Adding the shoulder period to the Occupied Hours profile

In this example, the Occupied Hours occupancy profile is being set to 08:30-17:00 for weekdays, creating shoulder periods between 08:30 - 10:00 and 16:00 - 17:00.

Your report output should now contain core, shoulder and unoccupied intervals.

If you do not have any shoulder intervals, check that the Core Hours profile fits within the Occupied Hours profile using **Set As Default** to view one profile against the other.



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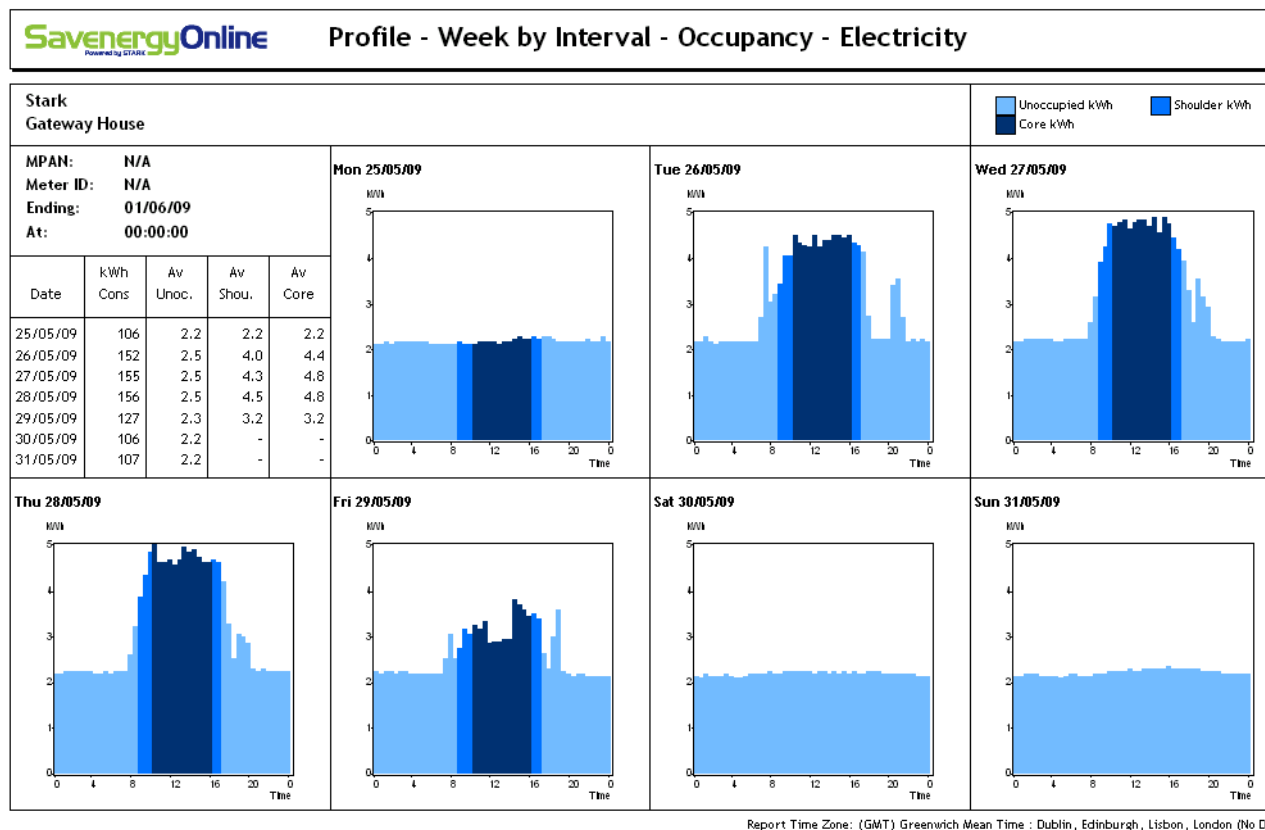
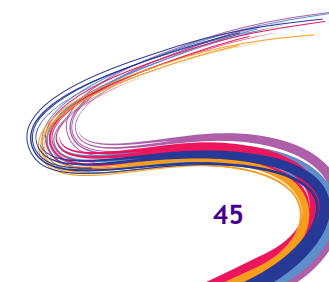


Figure 41 - Weekly profile with core and shoulder hours configured.



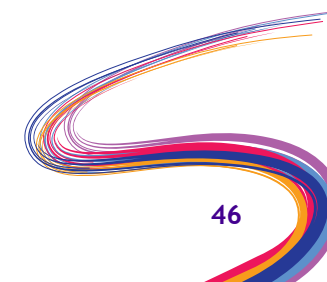
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Degree Days

Stark now has access to nearly 400 remote temperature sensors that are collecting daily half hourly temperature data.

SavenergyOnline has the ability to link each of your sites to over 90 different 'local' degree day areas that map onto the UK's principal urban centres. This data can then be converted into degree days and used to perform degree day analysis and weather normalisations.

Each site is set up to have the default temperature sensor 'Gatwick - SWS'.



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Selecting your Degree Day Area

From the Parameters tab, you can set your own degree day area:

- Step 1**

Select a site
- Step 2**

Select the Degree Days parameter set
- Step 3**

Select the Degree Day Temperature Area you would like linked to your site from the DD Temperature drop down list.

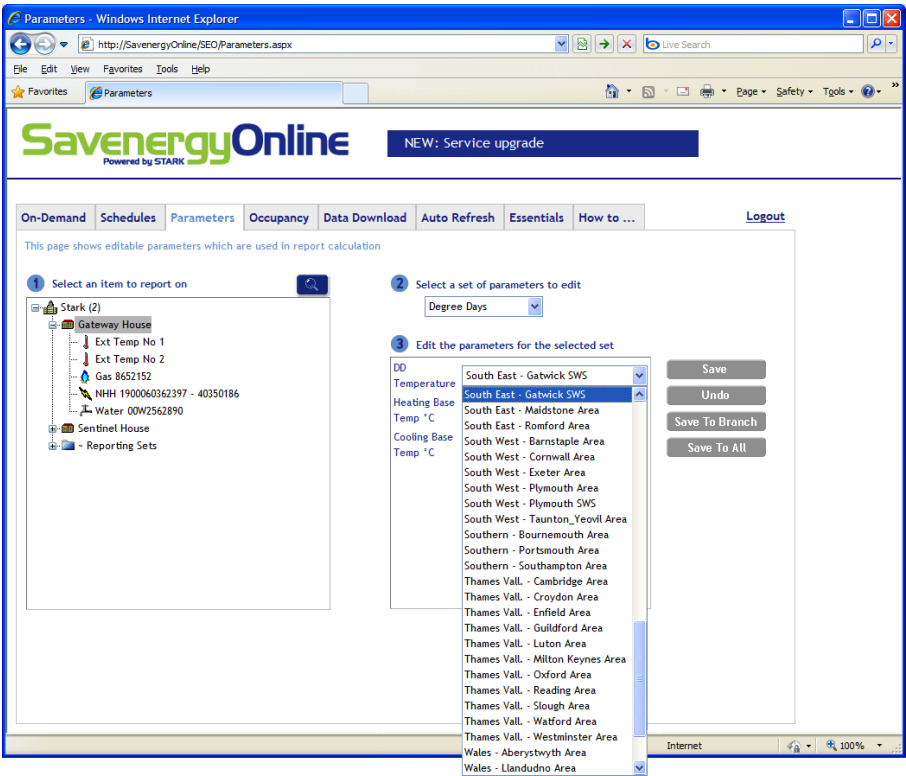


Figure 42 - Selecting your Degree Day Area

You can also change the Heating and Cooling Base Temperatures used to calculate daily degree days.

- To update all meters within a site, click **Save To Branch**.

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Viewing temperature data

SavenergyOnline allows you to view the linked temperature data used to create cooling and heating degree days.

These reports can be added to your favourites list under the utility 'Temperature' (See [Adding/Removing reports.](#))

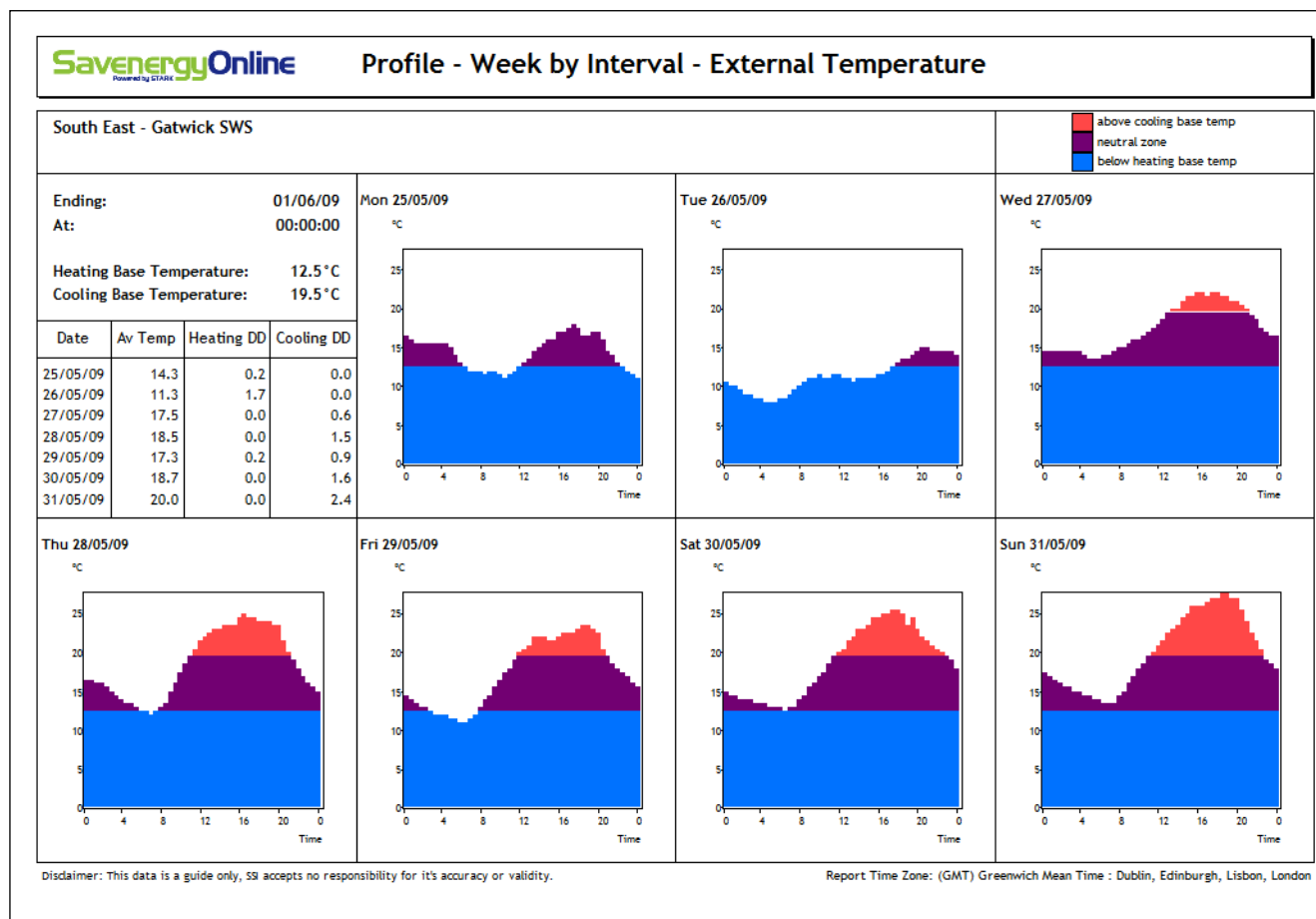
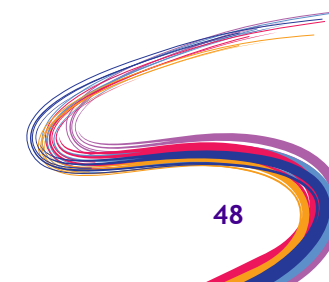


Figure 43 - 'Profile - Week by Interval - External Temperature'



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Degree Day Analysis

There are a number of reports available to you that can use the degree day data with your utility consumption data. These can be added to your favourites list.

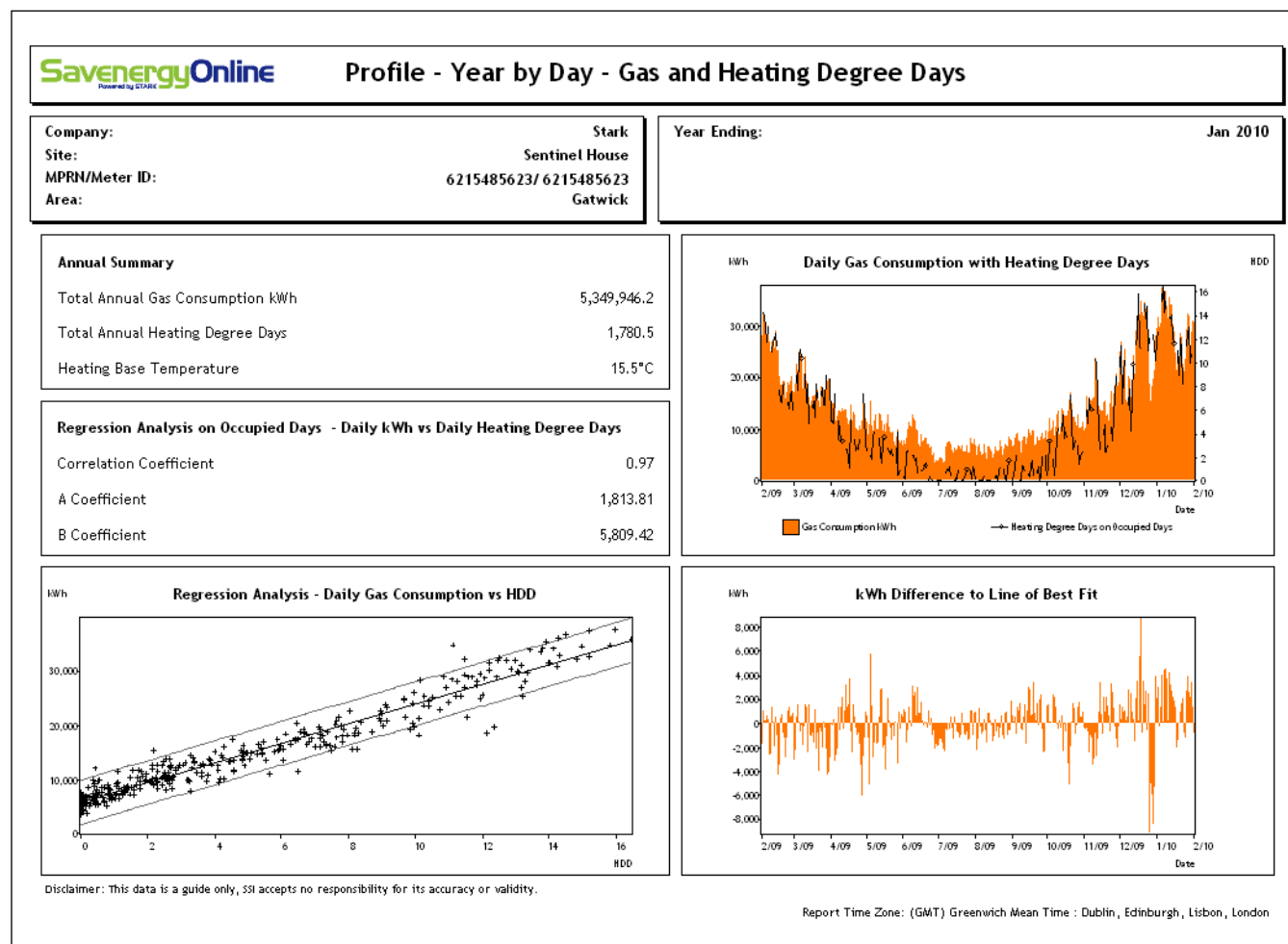
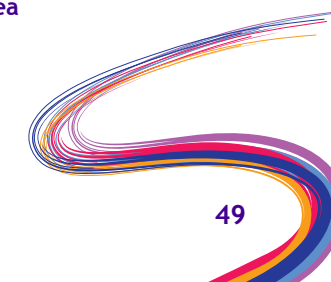


Figure 44 - 'Profile - Year by day - Gas and Heating Degree Days' using the Gatwick 'local' degree day area



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FAQs

Q: Can text reports be imported into a spreadsheet like Excel?

A: All SavenergyOnline text reports use commas to separate values into columns. The easiest way to import into a spreadsheet is to save the text output as a '.CSV' file rather than a '.TXT' file. The file will then load up into a spreadsheet when opened.

Q: How is the average consumption profile calculated for our standard profile reports?

A: The average consumption profile is calculated by averaging out the previous 4 week consumption profiles.

Q: How do I view my register data?

A: Go to the On Demand tab, add the 'Data Quality NHH - Meter Register Report' for your chosen utility and this report will display your daily register readings alongside your half hour meter reads.

Q: How do I know my exception report is configured correctly and there is not a problem with the service?

A: Run the On Demand version of the report to confirm whether all the parameters are correctly set up as this version will run even if it passes all conditions. If the condition fails i.e. a report should be emailed to you, check the email address in the building information parameters for the site/meter.

Q: Can you restrict users from updating parameters?

A: Users may be created with restricted permission to update parameters.

Q: Can you sort a sequential text report by column?

A: It is not possible to sort sequential text output using the software directly as the order is fixed by the site tree. To sort and filter sequential output, import into a spreadsheet as a '.CSV' file and use sort and/or AutoFilter to manipulate the output.

Q: Are you open to requests for new reports?

A: Yes, you can request a report by emailing us at CService@stark.co.uk

